

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
February 7, 2022
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 February 7, 2022 to reserve your seat.

All meetings are live streamed on Facebook and uploaded to YouTube after the meeting.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. SCHOOL RECOGNITION

A. Zebulon Elementary School

1. Landon Strickland – Student
2. Christian White – Teacher

IV. PROCLAMATION – BLACK HISTORY MONTH

V. PUBLIC COMMENT

VI. CONSENT

A. Minutes

1. August 2, 2021 – Closed Session
2. January 3, 2022 – Regular Meeting
3. January 10, 2022 – Joint Public Hearing
4. January 18, 2022 – Special Called Meeting

B. Finance

1. Monthly Items
 - a. Wake County Tax Report – November 2021

C. General

1. Change in Meeting Time

VII. PRESENTATIONS

A. Board Vacancy Applicants

VIII. NEW BUSINESS

A. Parks and Recreation

1. Resolution 2022-11 – St. Patrick’s Day Event
2. Youth Program Financial Aid Policy

B. Finance

1. Monthly Items
 - a. *Monthly Financial Report*
2. Budget Amendments
 - a. Ordinance 2022-33 – Recognize Governor’s Crime Commission Grant
 - b. Ordinance 2022-34 – Play Zebulon Implementation

C. General

1. Quarterly reports from Planning and Parks and Recreation

D. Parks and Recreation

1. Refund Policy

E. Board

1. Virtual Meeting
2. App Development

IX. BOARD COMMENTS

X. MANAGER’S REPORT

XI. 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; ...”

PROCLAMATION BLACK HISTORY MONTH 2022

WHEREAS, During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development; and

WHEREAS, In 1915, Dr. Carter Godwin Woodson, noted Black scholar and son of former slaves, founded the Association for the Study of African American Life and History; and

WHEREAS, Dr. Woodson initiated Black History Week, February 12, 1926; and for many years, the second week of February, chosen to coincide with the birthdays of Frederick Douglas and Abraham Lincoln, was celebrated by African Americans in the United States; and

WHEREAS, In 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America; and

WHEREAS, African Americans have played significant roles in the history of Zebulon and North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities; and

WHEREAS, during Black History Month all Americans are encouraged to reflect on past successes and challenges of African Americans and look to the future to continue to improve society so that we live up to the ideals of freedom, equality, and justice;

NOW, THEREFORE, the Zebulon Board of Commissioners do hereby proclaim February 2022 as

Black History Month

In the Town of Zebulon and urge all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful and prosperous for all.

Adopted this 7th day of February, 2022.

SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

Zebulon Board of Commissioners
Minutes
January 3, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, 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, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baxter.

APPROVAL OF AGENDA

Commissioner Baxter asked to move the December 16, 2021 Work Session minutes and Ordinance 2022-13 – Planning Vehicle Upfit from consent.

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

SCHOOL RECOGNITIONS

Mayor York recognized student Myra Greene and teacher Shereka Greene, both from Zebulon Middle School.

PUBLIC COMMENT PERIOD

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 1, 2021 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 6, 2021 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the December 6, 2021 closed session. There was no discussion and the motion passed unanimously.

B. Finance

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

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

Commissioner Clark made a motion, second by Commissioner Baxter to approve the Ordinance 2022-30 – Police Vehicle Repair and Public Works Materials and Supplies Replacement – Appropriation of Insurance Proceeds. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Administration

1. Board Appointments

Joe Moore gave a follow-up from the work session about the steps and the schedule for filling the Board vacancy.

The draft application was shown. The applications are due by January 31, 2022 at 5:00pm. The applicants would present to the Board at the February 7, 2022 regular meeting. Physical copies of the application were available at Town Hall, the Police Department, Community Center, Eastern Regional Center and library as well as electronic copies on the Town's website.

Commissioner Baxter suggested adding the question about the applicant's ability to vote in the Town of Zebulon elections.

There was discussion about changes to the application including the applicant's past work and life experiences and not making the Government 101 course a requirement.

Commissioner Baxter asked to appoint the new applicant before the March 7, 2022 regular meeting and a special meeting was proposed for February 25, 2022 at 6:00 pm.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the board appointment application as amended and to have a special called meeting on February 25, 2022 at 6:00pm. There was no discussion and the motion passed unanimously.

2. Meeting Calendar 2022

Joe Moore suggested moving the strategic mini retreat from January to April 14, 2022 and spoke about the topics planned for the other scheduled retreat dates.

Commissioner Clark made a motion, second by Commissioner Loucks to adopt the 2022 Meeting Calendar. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Public Works

1. Resolution 2022-09 – Pearce’s Landing – Phase 1A Infrastructure Acceptance

Chris Ray asked the Board to consider acceptance of roadway and storm drain infrastructure within Pearce’s Landing Phase 1A for ownership and maintenance per the executed Special Use Agreement 2019-08. The infrastructure would be added to the Town’s Capital assets and would be two streets totaling 1,775 linear feet and 2,229 linear feet of storm drainage valued at \$1,015,506.

Staff recommended approval of Resolution 2022-09.

The Town received a Site Improvement Performance Bond for \$588,586 to ensure the final completion of outstanding items such as the final overlay, striping, 5 ft. sidewalks with handicap ramps, landscaping, mail kiosks, street trees and stormwater pond conversion. All the work to be done had a 12-month warranty.

Commissioner Clark made a motion, second by Commissioner Baxter to adopt Resolution 2022-09. There was no discussion and the motion passed unanimously.

Chris Ray stated with the new acceptance the Town now had 30 miles of streets.

B. General

1. Ordinance 2022-31 – Planning Vehicle Upfit

Michael Clark explained the Town tried to use an existing light bar on the new Planning truck, but it did not work on the truck. The light bar was reutilized on a different vehicle.

There was a question about the transfer of the \$3,350 from the minimum housing line item to cover the install of the light package. It was stated the new code enforcement officer had been very effective in working with property owners to bring properties into compliance and avoiding a minimum housing case.

Chris Ray spoke about what was done with salvageable items.

It was stated the Enterprise vehicle lease was a five-year lease.

2. December 16, 2021 – Work Session Minutes

Commissioner Baxter asked to change the minutes to reflect that the December 16, 2021 work session meeting began at 5:58pm.

Commissioner Baxter made a motion to approve the December 16, 2021 work session minutes as amended. The motion died for lack of a second.

The December 16, 2021 work session minutes were approved by consensus.

BOARD COMMENTS

Commissioner Loucks wished the citizens a Happy New Year and encouraged everyone to wear their mask and to get vaccinated. Commissioner Loucks also reminded everyone about the free COVID testing at the Eastern Regional Center and Five County Stadium.

Commissioner Miles reminded everyone about the Joint Public Hearing on January 10, 2022 at East Wake Academy and the ribbon cutting at the Beaverdam Creek Greenway on January 11, 2022.

Commissioner Clark stated she hoped everyone had a happy holiday and was looking forward to working hard for the Town of Zebulon.

Commissioner Baxter wished Rebecca Hinton a happy 98th birthday.

MANAGER'S REPORT

Joe Moore spoke about National Register Historic District nomination to be discussed at the January 10, 2022 Joint Public Hearing. The meeting would be at East Wake Academy to allow for social distancing.

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

Adopted this the 7th day of February 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

**Zebulon
Joint Public Hearing
Minutes
January 10, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter (virtual), Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Morgan Rowden-Planning, Eric Vernon-Attorney

Planning Board Present: Laura Johnson, Michael Germano, David Lowry, Stephanie Jenkins Gene Blount, Jessica Luther, Joshua Robinson

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

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.

PUBLIC HEARING

A. Zebulon National Historic District

Mayor York opened the public hearing.

a. Background of Process

Joe Moore gave an overview of the presentations for the meeting and spoke about the history of the Zebulon Historic District process.

The process began in 2017 when Wake County Historic Preservation and the Town joined the interlocal agreement. A survey was done in 2018. In 2019 the State Historic Preservation Office provided a presentation to the Board of Commissioners at their annual retreat and outlined the timeline, intent and purpose of historic districts. The National Register Advisory Committee tabled the application in 2021 per the Town's request of not being included in the process and public input not being adequately provided due to COVID-19. The Town held a public hearing on May 6, 2021 and was well attended both virtually and in person. The Board of Commissioners and Wake County Historic Preservation Commission both recommended denial in June 2021 and the National Register Advisory Committee recommended approval to the National Parks Service. The Town sent a petition to the Keeper of the National Registry and that petition was granted in September 2021. The Town received Notice of a Resubmittal from the State Historic Preservation Office three months later in November 2021.

It was explained there was no change from the initial application to the recent application that was submitted by Preservation Zebulon.

b. History / Development Patterns of Zebulon

Michael Clark spoke about the criteria for the National Register. A map of the proposed National Historic District was shown. The proposed district included 239 primary structures with a period of significance from 1906 to 1971. The development history and timeline of Zebulon was given. There was discussion about the building age and the current zoning map. Examples of architectural differences around Town were shown.

An example of two homes on Barbee Street were shown that were excluded from the district because they lacked architectural integrity. Staff had concerns about certain areas being excluded from the district. The original architectural survey stopped at the railroad tracks and excluded Barbee Street. The Town was in support of having a Historic District, but the boundaries needed to be constructed to include the full history of Zebulon with citizen input.

There was discussion about modifications to homes in a historic district.

c. Presentation of Request

Mary Beth Carpenter, the Executive Director for Preservation Zebulon, spoke about who Preservation Zebulon was and why a historic district benefited Zebulon.

Allie Gasavich, who recently purchased the Barbee Home, spoke about moving to Zebulon and the importance of preserving historic homes.

Season Atkinson, who owns commercial office space in downtown Zebulon, spoke about renovating the historic building and how historic tax credits incentivize people to renovate historic buildings. It was explained the boundaries for the district were determined by the survey that was performed.

John Saffold, the Executive Director of the Zebulon Chamber of Commerce, spoke about his experience with historic homes and the economic impacts of historic districts.

Patricia Roberson spoke about her support of a Zebulon National Historic District.

Mary Beth Carpenter read comments submitted by Tommy Massey about his support of a Zebulon National Historic District.

Mary Beth Carpenter read comments submitted by Brian Bullock about his support of a Zebulon National Historic District.

Scott Carpenter, the Board Chair of Preservation Zebulon, gave the story of the Zebulon Historic District, how the Zebulon Historic District was created, the next steps, their analysis and recommendations. The tax credit process was explained. Mr. Carpenter spoke about the criteria for listing on the National Register and showed how the Zebulon Historic District met the criteria.

Planning Board Vice-Chair Michael Germano voiced concerns that Preservation Zebulon was rushing the approval of the district and it should be done correctly and representative of the Town. Mr. Carpenter stated additional areas could be further studied but the research was not complete.

Jessica Luther asked about the process to obtain funds to research the addition of specific parcels at a later time. Mr. Carpenter explained historic districts go through expansion and contraction issues and gave examples.

There was discussion about the survey that was performed.

Mr. Carpenter explained why he thought a revised nomination would not be accepted.

There was a question about the Interlocal Agreement with Wake County. Mr. Carpenter stated he would defer that question to State Historic Preservation Office (SHPO).

Commissioner Baxter clarified Debnam Hardware did not go out of business and Whitley Galleries was not closing due the lack of tax credits. There were concerns expressed about disenfranchising citizens in certain areas. Commissioner Baxter asked why the process would need to start over if the district was altered to add or remover areas. Mr. Carpenter stated he would refer the question to the State Historic Preservation Office (SHPO).

Planning Board Chair David Lowry showed Mr. Carpenter a letter from Wake County Historic Preservation Commission dated May 25, 2021 and asked about the grant that was mentioned in the letter. Mr. Carpenter stated he was not approached about the grant process and checked with Wake County Historic Preservation Commission staff about available grants.

d. Nomination Process / Tax Credits

Sarah Woodard with the State Historic Preservation Office spoke about the Interlocal Agreement the Town had with Wake County.

Ms. Woodard offered clarification on the presentation from Michael Clark. The period of significance mentioned in the presentation was 65 years for the proposed district and the average in Wake County was 68.5 years.

It was stated Whitley Galleries was intentionally left out of the district.

Ms. Woodard spoke about Section 106 of the National Preservation Act and the use of Federal money for historic districts.

There was discussion about the boundary creation process and being more inclusive of the communities of Zebulon. It was stated the proposed boundary was vetted and refined by citizens and professional historians.

There was detailed information given about the tax credit program for historic properties. Michael Germano asked about the criteria for architectural integrity. Ms. Woodward stated the period of significance was a factor, but it was also subjective. There was further detail of specific items that gave architectural integrity to a property and examples of properties in Zebulon that were included and excluded.

It was stated there was no ratio for contributing and non-contributing resources in a district.

David Lowry expressed concerns about properties excluded from the district boundary. Ms. Woodard encouraged everyone to watch the video of the National Register Advisory Committee discussion.

Commissioner Miles inquired how the Town pool was a contributing factor and Whitley Galleries was excluded in the proposed boundary. Ms. Woodward stated the pool was considered to have architectural integrity and gave a story of Zebulon. There was discussion about why Barbee Street was excluded from the district.

The National Park Service would not allow the boundary to be changed at this point or districts could be added later around the downtown area.

More concerns were expressed about excluding Barbee Street and Whitley Galleries. Michael Germano stated it should be paused to make sure the district was more inclusive and to allow time to apply for grant funds.

It was stated the National Parks Service considered a change to the boundary to be a substantive change and would have to go back through a public notification process and would be behind in the review process.

Mr. Woodard spoke about the resubmission process with the removal of the Town pool.

Commissioner Baxter pointed out that a section of the railroad tracks was included in the boundary and Barbee Street was contiguous to the boundary.

e. Next Steps

Eric Vernon spoke about the process for correcting the procedural error and results if the nomination was recommended for nomination or denial. There was discussion about the appeal process and what would happen if substantive revisions were made to the nomination.

It was explained the Keeper of the National Registry reviewed the substantive criteria of the application, but the decision was made on the procedural requirements only.

Mayor York asked if there were any written comments. Town Clerk Lisa Markland confirmed there were none.

Mayor York asked if either Board had any more questions. There were none.

Mayor York asked if anyone else wished to speak.

Lee Tippet of 202 W. Glenn Street, stated his home was in the proposed boundary and wanted to see the Wakelon Heights District included in the National Register District. Mr. Tippet stated his home was a quality-built home and wanted to see the buildings in the community protected. There was also discussion about the ethnic diversity in his neighborhood.

Mary Beth Carpenter spoke about her work and support for the National Register nomination.

Joint Public Hearing
Minutes
January 10, 2022

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

Mayor York asked if anyone wished to speak in opposition.

Joe Chamblee of 200 E. Sycamore Street asked who had the right to say a home had to be fixed.

Sarah Woodard stated the National Register was not restrictive and Mr. Chamblee could do what he wanted to his home.

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

Mayor York closed the public hearing and referred the matter to the Planning Board.

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

Adopted this the 7th day of February 2022.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Special Called Meeting
Minutes
January 18, 2022

Present: Glenn York, Beverly Clark, Larry Loucks, Joe Moore-Town Manager, Michael Clark-Planning, Lisa Markland-Town Clerk, Sam Slater-Attorney

Absent: Shannon Baxter

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

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

PLANNING

A. Zebulon National Registry Historic District

Michael Clark gave a PowerPoint presentation that explained the meeting was a follow-up from the Joint Public Hearing on January 10, 2022. A review of the process from 2017 to the present was given.

The National Register Advisory Committee tabled the application in 2021 per the Town's request of not being included in the process and public input not being adequately provided due to COVID-19. The Town held a public hearing on May 6, 2021 that was well attended both virtually and in person. The Board of Commissioners and Wake County Historic Preservation Commission both recommended denial in June 2021 and the National Register Advisory Committee recommended approval to the National Parks Service. The Town sent a petition to the Keeper of the National Registry and that petition was granted in September 2021.

Michael Clark spoke about the criteria for the National Register. A map of the proposed National Historic District was shown. The development history and timeline of Zebulon was given. There was discussion about the building age and the current zoning map. Examples of architectural differences around Town were shown.

An example of two homes on Barbee Street were shown that were excluded from the district because they lacked architectural integrity. Staff showed a video from a meeting between the National Parks Service and other state agencies that dealt with similar issues and showed what they took into consideration when reviewing the districts, which included areas like Barbee Street. Staff had concerns about certain areas being excluded from the district. The original architectural survey stopped at the railroad tracks and excluded Barbee Street.

At their January 10, 2022 meeting, the Planning Board voted 5-2 to recommend denial finding that the district was inconsistent with the Town's land use policies as proposed. The Planning Board encouraged the Town to hire a consultant to revise the survey and to look at the possibility of two separate districts.

The Wake County Historic Preservation Commission voted unanimously to recommend denial of the district as proposed finding it did not meet the criteria to establish a National Register Historic

Board of Commissioners
Minutes
January 18, 2022

District. Gary Roth and Jeremy Bradham from Capital Area Preservation were both in attendance at the meeting and were available for any questions.

Staff recommended denial of the proposed nomination and adoption of Resolution 2022-10. The denial was based on the district being inconsistent with the Town's land use policies, it did not meet the criteria for the National Register Historic District and the survey and process to establish the district was flawed. Staff recommended approval of Ordinance 2022-32 to hire a consultant to review and revise the existing survey and to submit for one or more National Register Historic Districts.

Jeremy Bradham spoke about how the Wake County Historic Preservation Commission came to their decision.

Commissioner Clark made a motion, second by Commissioner Miles to adopt Resolution 2022-10. There was no discussion and the motion passed unanimously.

Commissioner Loucks inquired about the cost of the survey. It was explained that there were elements of the survey performed that were incomplete. The figure was obtained from Capital Area Preservation.

Commissioner Clark made a motion, second by Commissioner Loucks to adopt Ordinance 2022-32. There was no discussion and the motion passed unanimously.

Staff stated they would prepare the request for qualifications to select the consultant along with researching funding opportunities and would go before the Board in two to three months.

Commissioner Loucks made a motion to adjourn.

Commissioner Miles thanked Preservation Zebulon for their work and look forward to working with them.

Mayor York stated the process was not all inclusive of African American communities and would like to see the historical content included in those communities.

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

Adopted this the 7th of February 2022.

SEAL

Glenn L. York—Mayor

Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6180
FAX 919 856 5699

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

January 4, 2022

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 January 3, 2022, 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 black ink that reads "Yvonne Gilyard".

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

Enclosure(s)



Wake County Tax Administration

Rebate Details

11/01/2021 - 11/30/2021

ZEBULON

DATE

12/01/2021

TIME

8:22:32 PM

PAGE

1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
801891	2.56	0.00	0.00	0.00	2.56	11/29/2021	0006809557	2021	2021	007200	CIT BANK NA
800418	9.02	0.00	0.90	0.00	9.92	11/05/2021	0006602944	2021	2021	000000	ASP HOLDINGS, INC
799915	96.81	0.00	9.68	0.00	106.49	11/02/2021	0006821072	2021	2021	000000	ACTIVCARE PHYSICAL THERAPY LLC #235
SUBTOTALS FOR BUSINESS ACCOUNTS	108.39	0.00	10.58	0.00	118.97		3	Properties Rebated			
INDIVIDUAL PROPERTY ACCOUNTS											
801075	6.67	0.00	0.67	0.00	7.34	11/17/2021	0006926769	2021	2021	000000	DISTELRATH, MARY ANN
801201	506.79	60.00	0.00	0.00	566.79	11/16/2021	0006950999	2021	2021	000000	BMO HARRIS BANK NA
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	513.46	60.00	0.67	0.00	574.13		2	Properties Rebated			
INDIVIDUAL REAL ESTATE ACCOUNTS											
802157	126.55	0.00	0.00	0.00	126.55	11/29/2021	0000041792	2021	2021	000000	THOMPSON, EMMA L
802171	124.76	0.00	0.00	0.00	124.76	11/29/2021	0000048292	2021	2021	000000	MONTAGUE, FANNIE HEIRS



Wake County Tax Administration

Rebate Details

11/01/2021 - 11/30/2021

ZEBULON

DATE

12/01/2021

TIME

8:22:32 PM

PAGE

2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	BILLING TYPE	OWNER	
<hr/>												
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	251.31	0.00	0.00	0.00	251.31		2	Properties Rebated				
<hr/>												
TOTAL REBATED FOR ZEBULON	873.16	60.00	11.25	0.00	944.41		7	Properties Rebated for City				
<hr/>												



Wake County Tax Administration
Rebate Details
11/01/2021 - 11/30/2021
ZEBULON

DATE
12/01/2021

TIME
8:22:32 PM

PAGE
1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR YEAR	BILLING FOR	OWNER TYPE
Grand Total:	58,778.47	530.00	1,443.68	0.00	60,752.15			170	Properties Rebated for All Cities	


Board Report

Return

Date : 01/03/2022

Approved By : W. T. [Signature]

TO : WAKE COUNTY BOARD OF COMMISSIONERS
RE: CONSIDERATION OF REFUND FOR TAXES, INTEREST AND PENALTIES FOR ZEBULON

No.	Name of Tax Payer	Account Number	Tax and Penalties	Total Rebate	Total Refund	Request Status
1	CORELOGIC PO BOX 9202 COPPELL TX, 75019 - 9760	0000048292- 2021- 2021- 000000	City County	124.76 136.10	260.86	260.86 Refund
	Marcus D. Kinrade		Total City Rebated	124.76		
	Wake County Tax Administrator		Total County Rebated	136.10		
			Total Rebate/Refund		260.86	260.86

CC:

*Refund amount may differ from rebated total due to released interest or application of payment to any balance due on the account.

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 January 24, 2022.

Information:

FY '22 Expenditures

Six and a half months into Fiscal Year 2022, the Town has spent approximately \$6,605,000 (~39% of its General Fund budget of \$16,998,858). 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 revenue activity as we're roughly halfway through the current fiscal year:

- Property Tax (largest revenue stream)
 - + FY 2022 collections: \$7,778,224 collected to date (102% of \$7,628,000 budget).
 - + Observations:
 - # 8.3% more than collected last fiscal year (\$7,182,314).
 - # Majority of property taxes have now come in. There are 6 months of vehicle tax remaining to be collected as well.

- Sales Tax (second largest revenue stream)
 - + Comparisons (October's sales (reports lag 3-months)):
 - # \$62,529 (59.5%) more collected than last October for all sales tax.
 - # \$29,077 (61.9%) more collected than last October for "local" sales tax.

 - + Year-to-Date comparisons (sales through the first four months of the fiscal year)
 - # \$205,779 (+49.4%) more collected than at this time last year for all sales tax
 - # Collections are 48% of budgeted revenues (ahead of schedule).

- Utilities Sales Tax (5% of revenue stream):
 - + Second disbursement due March 15
 - + Reflects natural gas and electricity sales and heavily weather dependent

- Permits & Zoning
 - + \$88,871 collected total (40% of budgeted revenues (\$220,000))
 - + 44.9% less than what was collected this time last fiscal year (\$161,157).
 - + An indication of development activity and corresponding support services.

- Transportation Impact Fees
 - + \$127,840 collected to date (63.9% of budgeted revenues (\$200,000)).
 - + 53.5% less than what was collected last fiscal year.
 - + Revenue placed in reserve for transportation projects to be spent within 10 years

Policy Analysis: N/A

Financial Analysis: Budgeted revenue in FY 2022 is \$16,998,858 while year to date revenue collected was \$10,573,723 (62.2% of budgeted). As shown in the chart on the Revenue Statement, 74.8% 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 January 24, 2022)
2. Sales Tax – FY 2022

ZEBULON

NORTH CAROLINA

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

As of 1/24/2022

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$435,015	\$241,807	55.6%
420	FINANCE	\$407,016	\$219,094	53.8%
430	ADMINISTRATION	\$1,021,700	\$487,335	47.7%
490	PLANNING AND ZONING	\$652,366	\$345,973	53.0%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,854,915	\$579,652	20.3%
510	POLICE	\$2,750,810	\$1,677,628	61.0%
520	PUBLIC WORKS-OPERATIONS	\$3,338,766	\$1,327,471	39.8%
530	FIRE	\$3,038,614	\$1,137,630	37.4%
570	POWELL BILL	\$351,500	\$3,289	0.9%
620	PARKS & RECREATION	\$1,783,011	\$531,297	29.8%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$365,145	\$53,640	14.7%
	Total Expenditures	\$16,998,858	\$6,604,815	38.9%

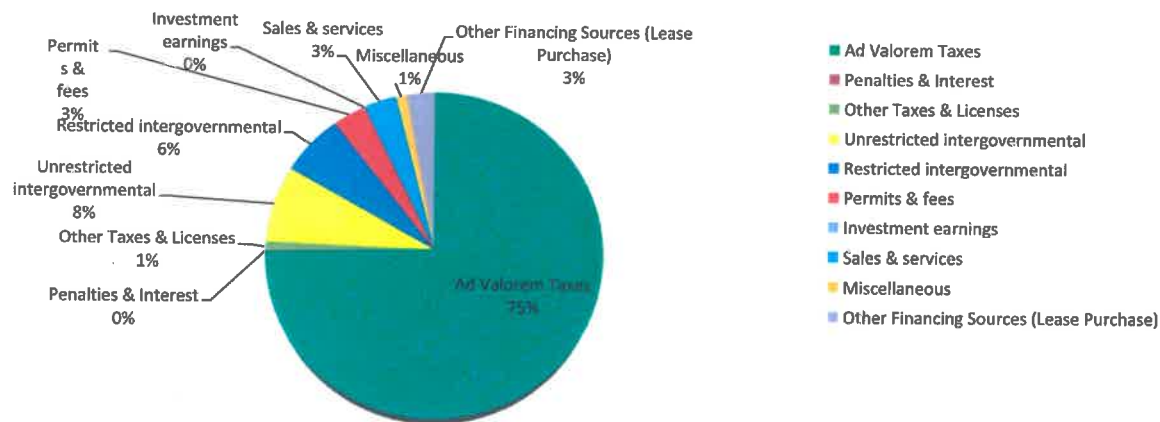
ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON
 Revenue Statement: 2021 - 2022 As of 1/24/2022
 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	\$7,904,458	103.0%	74.8%
Penalties & Interest	\$13,500	\$12,716	94.2%	0.1%
Other Taxes & Licenses	\$145,400	\$87,536	60.2%	0.8%
Unrestricted intergovernmental	\$1,927,500	\$802,175	41.6%	7.6%
Restricted intergovernmental	\$926,500	\$665,883	71.9%	6.3%
Permits & fees	\$551,500	\$344,597	62.5%	3.3%
Investment earnings	\$3,500	\$765	21.8%	0.0%
Sales & services	\$931,400	\$345,397	37.1%	3.3%
Miscellaneous	\$77,136	\$105,195	136.4%	1.0%
Other Financing Sources (Lease Purchase)	\$315,000	\$305,000	0.0%	2.9%
Fund Balance Appropriated	<u>\$4,435,422</u>	<u>\$0</u>	<u>0.0%</u>	<u>0.0%</u>
Total Revenues	\$16,998,858	\$10,573,723	62.2%	100%

Town of Zebulon General Fund % of Total Revenue To Date - FY 2022



Sales Tax

FY 2022

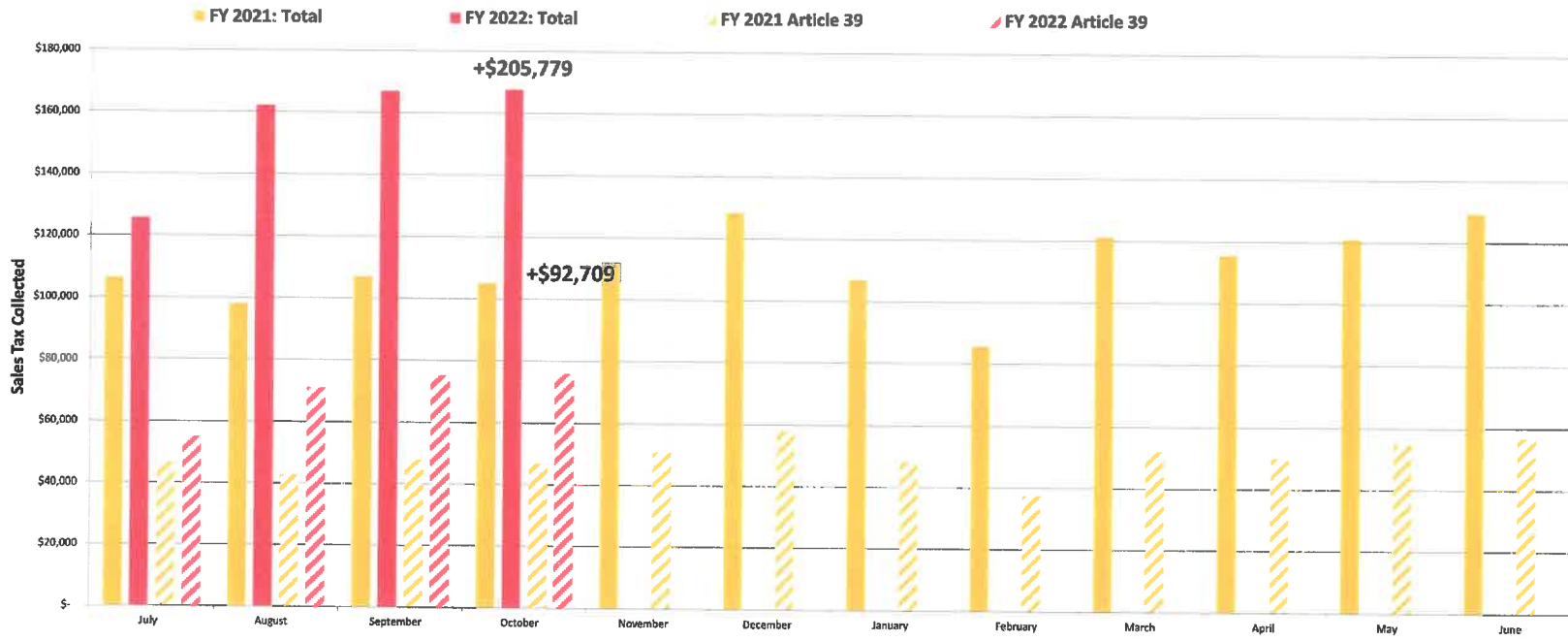
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2021)	% Inc (Dec) from Prior Yr
July	\$ 54,740	\$ 23,633	\$ 27,374	\$ (8)	\$ 19,820	\$ 125,560	\$ 106,293	18.1%
August	70,908	30,305	35,575	0	25,312	162,100	98,134	65.2%
September	75,195	30,242	37,636	(8)	23,969	167,034	107,017	56.1%
October	76,033	30,096	38,111	1	23,345	167,586	105,056	59.5%
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%
Total	\$ 276,876	\$ 114,276	\$ 138,697	\$ (14)	\$ 92,446	\$ 622,280	\$ 311,444	99.8%

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%
Total	\$ 592,728	\$ 247,422	\$ 295,964	\$ (4)	\$ 199,972	\$ 1,336,082	\$ 1,153,778	15.8%

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

Monthly Summary of Sales Tax Collected



STAFF REPORT
ORDINANCE 2022-33
GOVERNOR'S CRIME COMMISSION
GRANT AWARD
FEBRUARY 7, 2022

Topic: Ordinance 2022-33 - FY22 Budget Amendment Request -
Recognize Governor's Crime Commission Grant
Speaker: Bobby Fitts, Finance Director (if pulled from Consent)
From: Jacqui Boykin, Chief of Police
Prepared by: Jacqui Boykin, Chief of Police
Bobby Fitts, Finance Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

Recognize receipt of Governor's Crime Commission grant for policy management software program.

Background:

In January 2021, the Board approved application of a Governor's Crime Commission grant to develop a policy management program. The program grants real-time access to updated policies (versus referencing hard copies that are potentially out-of-date).

Policy management programs are considered a best practice and necessary for law enforcement organizations to attain state and national accreditation. The Zebulon Police Department has more than 100 policies under regular review and revision, and the program will provide an efficient method for Officers to access policies remotely at any time. This program may also be used to provide all employees access to personnel policies.

The Governor's Crime Commission notified the Town of an award of \$17,345.00 eligible for the purchase of a policy management program.

Discussion:

The Board must recognize the grant for use of developing a policy management program.

Policy Analysis:

Developing the tools necessary for accreditation, such as a policy management program, is consistent with *Growing Smart* goals of the *Zebulon 2030* strategic plan by increasing the capacity (efficiency) and capability (effectiveness) of our Staff to serve a growing and diversifying population.

Financial Analysis:

Initiating the program this fiscal year was contingent upon receiving this grant.

Staff Recommendation:

Staff Recommends approving Ordinance 2022-33.

Attachment(s):

1. Ordinance 2022-33

ORDINANCE 2022-33

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, 2022.

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

	INCREASE	DECREASE
REVENUES		
Public Safety Grant	\$17,345.00	
EXPENDITURES		
Police—Contract Services	17,345.00	

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 7, 2022

Effective: February 7, 2022

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2022-34
BUDGET AMENDMENT
CIP MASTER PLAN PROJECT REALLOCATION
FEBRUARY 7, 2022

Topic: Ordinance 2022-34 – PLAY ZEBULON IMPLEMENTATION

Speaker: Sheila Long, Parks & Rec Director (if pulled from Consent)
From: Sheila Long, Parks & Rec Director
Prepared by: Sheila Long, Parks & Rec Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider reappropriation of CIP Funds designated for Master Plan Implementation to specific projects.

Background:

The Board of Commissioners adopted the Comprehensive Parks and Recreation Master Plan *Play Zebulon* in September 2021. Prior to adoption of *Play Zebulon* the Board allocated \$150,000 for master plan implementation with adoption of the FY '22 Budget. A work session was held in December 2021 to discuss possible projects to consider for implementation. The intent behind allocating \$150,000 for master plan implementation was to fund projects that were easily executable and would have an immediate impact on the community.

Field Improvements

- Zebulon Elementary School: \$12,600

Re-establish a 65 foot arc on the Upper Field, spread infield clay, roto-till clay, and laser grade the field to improvement safety, maintenance, and playing experience.

- Zebulon Community Park: \$10,000

Expand the existing project to spread infield clay and complete laser grading to reestablish the arc and expand it to accommodate additional bases at the Griswold Field, to improvement safety, maintenance, playing experience, and expand ability to host tournaments.

Basketball Court Improvements

- Zebulon Community Park: \$46,000

Surface cleaning and preparation of two basketball courts at Zebulon Community Park. Preparations include repairs to any cracks or depressions. The project will include installation of a polyester fabric, sand filled resurfacer applications, sand filled texture/finishing coats to entire court surface. Playing lines will be painted on both courts.

STAFF REPORT
ORDINANCE 2022-34
BUDGET AMENDMENT
CIP MASTER PLAN PROJECT REALLOCATION
FEBRUARY 7, 2022

Amenity Replacements

- Trash Cans & Benches: \$25,000

In the past, the department built trash cans and benches to be installed in the park. These homemade amenities have served us well for a long time; however, they have aged significantly in recent years requiring lots of maintenance due to safety, function, and aesthetic issues. The department needs to transition to a park grade trash can that will stand up to the elements, offer a safer product, and help us move to a park system standard amenity plan. We are seeking to purchase 25 trash cans that will be installed at Community Park and Gill St Park to start this project. Remaining funds will be used to purchase park grade benches for Gill St Park and the walking trail at Community Park.

Balance after transfers: \$56,400

Discussion:

The discussion before the Board is whether to adopt the attached Ordinance under Consent or pull them into Discussion.

Policy Analysis:

The requested projects are consistent with the adopted Comprehensive Parks & Recreation Master Plan and help meet our goal to “provide quality, diverse parks, facilities, programs, and open spaces for people of all ages and backgrounds.”

Prioritized projects identified include:

- Fixing/Improving Existing Parks
- Developing a Park/Landscape Brand

Fiscal Analysis:

These funds were budgeted for in the FY 2022 CIP budget. No new funds are being requested. A request for remaining funds and projects for consideration will follow.

Staff Recommendation:

Staff recommends approval of the attached Ordinance.

Attachments:

1. Ordinance 2022-34

ORDINANCE 2022-34

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, 2022.

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

REVENUES	INCREASE	DECREASE
EXPENDITURES		
Parks & Recreation—ZES Field Improvements	\$12,600.00	
Parks & Recreation—ZCP Field Improvements	10,000.00	
Parks & Recreation—ZCP Basketball Court Improvements	46,000.00	
Parks & Recreation—Park Trash Cans & Benches	25,000.00	
Parks & Recreation—Master Plan Implementation		93,600.00

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 7, 2022

Effective: February 7, 2022

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk



WHAT'S NEW

UDO AMENDMENTS

<u>UDO Section</u>	<u>Description</u>
3.5.3.F.12	Regulate color and design in DTC district
4.2.3, 4.3.5, 9.4	Establish art galleries and artisan studios as new uses
4.2.3, 4.3.5, 9.4	Establish pawn shops and vape, tobacco, and CBD shops as new use
4.3.5, 4.3.1.F.12	Establish new design regulations for auto-oriented uses



LEGISLATIVE UPDATE: SOCIAL DISTRICTS

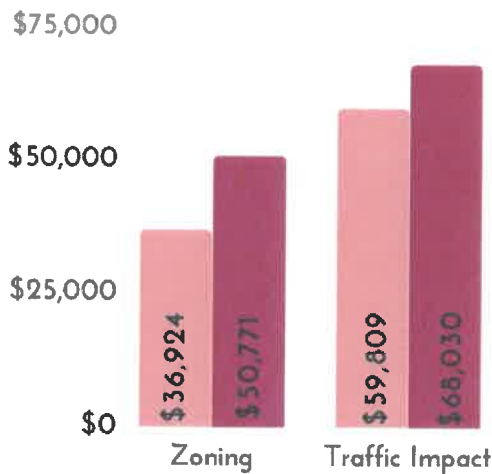
On September 8, 2021, HB 890 was passed by the NC House and Senate. Included in HB 890 is a provision that allows the creation of Social Districts within North Carolina municipalities. A municipality may opt-in to the creation of a Social District via local ordinance under G.S. 160A-205.4. A Social District is a defined outdoor area where a person can consume alcoholic beverages sold by a business with a North Carolina ABC permit. If an ordinance is in place, any business within or contiguous to the district, has the option to participate, or not. Social Districts allow for customers and visitors to stroll and shop within the district. Customers, particularly during COVID, can meet, eat, drink, and socialize outside instead of indoors.

STAFF ACOMPLISHMENTS



Mike completed 7 week Innovation Academy through TJCOG.

FY22 Q1 & FY22 Q2 FEE COMPARISON



ZONING

+\$13,847

FY2022 Q1 TO FY2022 Q2 DIFFERENCE

TRAFFIC IMPACT

+\$8,221

FY2022 Q1 TO FY2022 Q2 DIFFERENCE

CASES FINALIZED

TECHNICAL REVIEW COMMITTEE

- Sidney Creek Phase 2
- Jasper Place

PLAT RECORDINGS

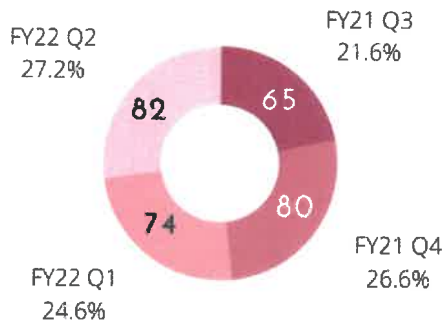
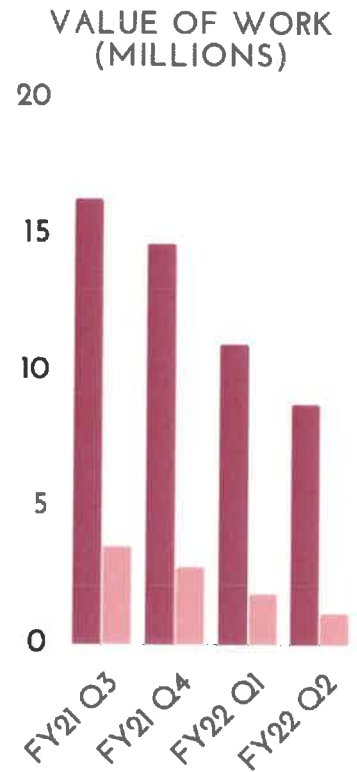
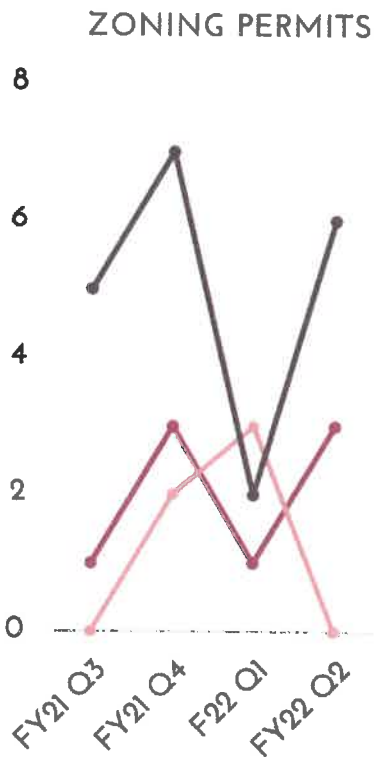
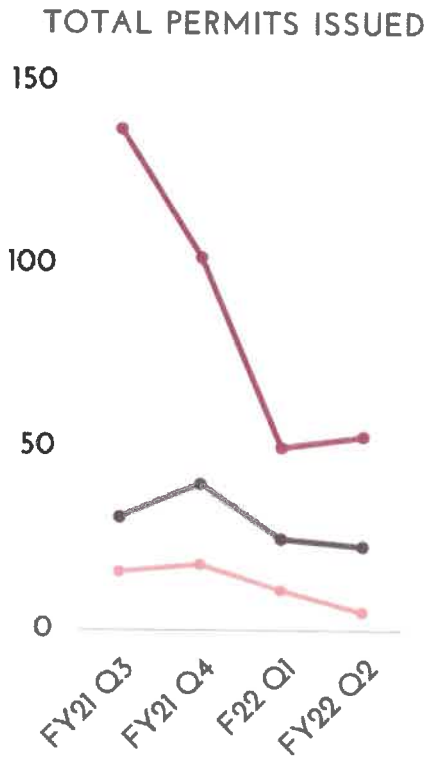
- Sidney Creek Phase 1A
- Pearces Landing Phase 1A
- Weavers Pond Phase 5

COMMERCIAL CERTIFICATE OF OCCUPANCY

- Pizza Hut

PERMITTING

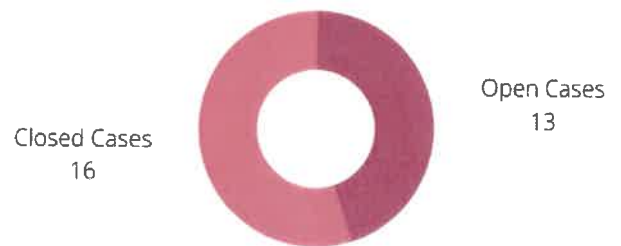
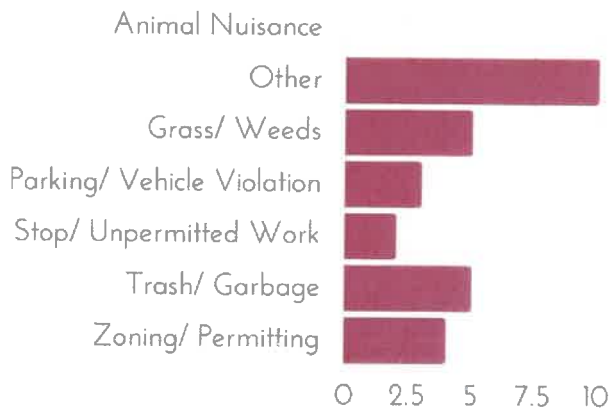
- Residential
- Commercial
- Trade
- Signage



\$144,147.43
Average builder's cost for each house.

CERTIFICATES OF OCCUPANCY

CODE ENFORCEMENT



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.



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.



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 the Holiday Market, Family Movie Night, Jingle Bell Bingo, Veteran's Day and more.



Participants registered for Winter Basketball.



Santa Letters were delivered in response to letters received from local youth



Participants in Teen Outreach Programs

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



Participants in Candy Cane Lane



1500+



31

Partnering Organizations at Candy Cane Lane

Participants in the Virtual Tree Lighting Video



236



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.



90,035

Facebook reaches on the ZPRD page with 69 posts.



The Board of Commissioners adopted the Recreation Impact Fee creating a direct revenue sources to enhance the park system in response to growth in Zebulon.




Staff participated in a retreat focusing on team building and exploring nature based play.



Partnered with Zebulon Police Department to offer a youth open gym program.

STAFF REPORT
AMENDMENT TO BOARD START
TIME FOR FEBRUARY 17, 2022
WORK SESSION
FEBRUARY 7, 2022

Topic: AMENDMENT TO WORK SESSION MEETING TIME

Speaker: Joe Moore, Town Manager (if pulled from Consent)
From: Lisa Markland, Town Clerk
Prepared by: Lisa Markland, Town Clerk
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

Consideration of an earlier meeting time for the February 17, 2022 Work Session.

Background:

The Board normally meets at 6:00pm for a Work Session. The February Work Session includes several topics including those rolled forward from the cancelled January Work Session (weather).

Staff proposes starting the meeting at 4:00, taking a 30 minute break at 5:30 and coming back at 6:00 to complete the agenda items.

Discussion:

The discussion before the Board is whether to change the meeting start time to 4:00pm for the February 17, 2022 work session.

Policy Analysis:

N/A

Staff Recommendation:

Staff recommends adopting the proposed amendment to the start time for the work session on February 17, 2022.

Attachments:

N/A

STAFF REPORT
PARKS & RECREATION REFUND POLICY
FEBRUARY 7, 2022

Topic: PARKS & RECREATION REFUND POLICY
Speaker: Sheila Long, Parks and Recreation Director (if removed from Consent)
From: Sheila Long, Parks and Recreation Director
Prepared by: Sheila Long, Parks and Recreation Director
Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Parks & Recreation Refund Policy.

Background:

In keeping with findings from the Parks and Recreation Master Plan: *Play Zebulon*, the Zebulon Parks and Recreation Department is reviewing existing operating standards and policies to ensure effective and innovative practices are followed.

The department has existing registration refund policies and rental agreements that have not been updated in recent years to reflect changes in program opportunities and improved technology. This updated policy will combine program and facility rental refund policies.

The policy reflects recommendations from the Parks and Recreation Advisory Board.

Discussion:

The discussion before the Board of Commissioners is to consider the Refund Policy.

Policy Analysis:

Adopting this policy is consistent with the Zebulon 2030 Strategic Plan as providing these refund guidelines is an opportunity to grow smart. Offering standard guidelines with clear expectations for staff and the community will provide improved customer service.

Financial Analysis:

The Parks & Recreation Department charges fees for recreation programs and facility rentals. For a variety of reasons, cancellations may occur.

Staff Recommendation:

Staff recommends adoption of the Parks & Recreation Refund Policy.

Attachments:

1. Parks & Recreation Refund Policy

Topic: Refund Policy
Prepared by: Sheila Long, Parks & Recreation Director

Section 1. Purpose

Zebulon Parks and Recreation Department offers a variety of programs, facility rentals, and services that may require fees to be paid by the user. There are circumstances in which a refund may be requested or authorized. This policy outlines how refunds may be applied.

Section 2. Cancellations by the Department

A full refund of registration and participation fees and charges will be made for all programs, activities, and events cancelled or adjusted by the Zebulon Parks and Recreation Department. No refunds will be made for any activity that costs less than \$10.

Section 3. Athletic, Camps, and Instructional Programs

For athletic leagues, camps, and other instructional programs, the following applies:

1. If a participant requests a refund, in writing, 10 calendar days or more in advance of the first day of athletic league practice or tryout, or 10 calendar days or more in advance of the first meeting of an instructional program, a full refund, minus a \$5 processing fee, will be issued.
2. If a participant requests a refund, in writing less than 10 calendar days prior to tryouts or first practice for an athletic league, or less than 10 calendar days prior to the first meeting of an instructional program, a 75% refund minus \$5 processing fee will be issued.
3. For athletic programs, no refunds will be issued on or after the first regular season game of the affected league. For instructional programs, no refunds will be issued on the day of or after the first program meeting.
4. Refunds of adult athletic programs that require "team" registration will be issued based on league policy and are not subject to numbers 1, 2, and 3 of this section.
5. Refunds will not be granted to participants dismissed from a program due to misconduct.

Exceptions:

A full refund of all fees paid, less a \$5 processing fee will be made if:

1. Prior to the athletic league first practice or tryout, or program meeting, a written excuse, from a licensed medical doctor, is provided indicating that the participant should not participate due to medical concerns or physical limitations.
2. Prior to the athletic league first practice or tryout, or program meeting, a written verification is provided that the participant has been included in either a Middle School, High School, or College program that prohibits participation in recreational programs.

Section 4. Trips/Travel Groups

For trips and group travel programs, the following applies:

1. A full refund is granted for trips cancelled or adjusted by the Zebulon Parks and Recreation Department.
2. If a full refund is requested, in writing, prior to the registration deadline, a full refund minus a \$5 processing fee, will be made.
3. If a refund is requested, in writing, after the registration deadline, and 48 hours prior to trip departure, a 75% refund will be issued if the participant can be replaced from the waiting list.
4. If 48 hours prior to the trip departure, a written excuse from a licensed medical doctor is provided, indicating that the participant should not participate due to medical concerns or physical limitations, a partial refund will be issued after deducting expenses incurred by the Town of Zebulon such as prepaid admission fees, tickets, deposits, and a \$5 processing fee.
5. Refunds will not be granted for requests made less than 48 hours prior to the trip departure, nor after the trip begins or is completed.
6. For third-party contracted overnight trips, refund policies may vary based on the terms of the contracted agency.

Section 5. Rental

For rentals, the following applies:

1. The Town of Zebulon reserves the right to make cancellations to any reservation at any time due to staffing availability, weather and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits will be returned in full if the cancellation is initiated by the Town of Zebulon.
2. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon. When a rental is canceled by Zebulon Parks and Recreation, fees are 100% refundable.
3. Cancellations initiated by Licensee more than 30 days prior to the reservation date, in writing, shall be granted a refund of paid rental fees and any deposits minus a \$25 administration fee. For rentals less than \$75, cancellations initiated by Licensee within 30 days of the scheduled event, in writing, shall be granted a refund of any paid deposits and 50% of the total rental fee.
4. Cancellations initiated by Licensee less than 48 hours prior to a reservation, in writing, shall be granted a refund of only any security deposit paid.
5. **Athletic Fields and Picnic Shelter Rentals:** Outdoor facility usage canceled by Zebulon Parks and Recreation due to inclement weather may be rescheduled, pending space availability. If the participant does not wish to reschedule the rental, the participant can submit a written refund request within 3 business days after the initial rental date.

Section 5. Requesting a Refund

All refund requests must be made in writing to the Recreation Assistant and approved by the Parks and Recreation Director.

Section 6. Applying Refunds

Original payments made by credit or debit cards will receive a refund applied to the same card. There may be circumstances where card payments will be refunded by check.

Original payments made by cash or a check will receive a check issued from the Town and mailed to applicants mailing address on file. The original check must have cleared before a refund will be issued.

The customer may also request a household credit placed on their registration software account.

Refunds will be processed within 2 weeks of the request and will be made to the person who made the original payment.

Section 7. Exceptions

There may be extenuating circumstances in which the Parks and Recreation Director may authorize a refund outside of the terms outlined in this policy. Such situations should be rare and should be consistent with the Town's values and other adopted policies.

Topic: Board Vacancy

Speaker:  Joe Moore

Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board will hear presentations from those interested in filling the Commissioner's vacancy.

Background:

The Municipal Election of November 2, 2021 created a vacancy on the Board of Commissioners. At their Regular Meeting on January 3, 2022, the Zebulon Board of Commissioners adopted the steps and schedule associated with filling the vacancy.

Applications from those interested in filling the Commissioner's vacancy were due by 5PM on January 31, 2022, with those applicants' making presentations to the Board at their Regular Meeting on February 7, 2022.

Discussion:

The Board will hear presentations from those who applied to fill the Commissioner's vacancy.

Policy Analysis: N/A

Financial Analysis: N/A

Staff Recommendation: N/A

Attachment(s):

1. Applications

Review
1/5/22
in person

TOWN OF ZEBULON
Application for Board of Commissioner's Vacancy

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or
in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought MEMBER OF OUR BOARD OF COMMISSIONER'S

CANDIDATE INFORMATION

Last Name BLOUNT Suffix (Jr, Sr, II, III) JR

First Name EUGENE Middle Initial W.

Phone Number (Day) 919 426 8192 (Cell) SAME

Email Address genebcr2017@gmail.com

I am at least 21 years old Yes No (If "No" stop here – you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 601 STRATFORD DR Unit # ---

City ZEBULON State N.C. Zip 27597 County WAKE

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box _____ Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

ON PLANNING BOARD FOR OVER 20 YEARS.

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

FOR ME IT IS VERY SIMPLE. I LOVE ZEBULON AND I WANT TO SERVE.

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

- Transportation *WE NEED TO PLAN, DEVELOP ROADS FOR THE HUGE INCREASE IN POPULATION*
- Economic Development (business development and recruitment) *WE NEED TO DEVELOP DOWNTOWN, SHOPPING CENTERS, PARKS AND GREEN SPACES*
- Parks & Recreation (programs, facilities, parks) *WE NEED MORE AND GREENWAYS.*
- Public Safety (police and fire) *WE NEED ANOTHER FIRE STATION, AND DEHIT A POLICE STATION.*
- Land Use and Development *WE NEED TO BE WISE AND PLAN FOR OUR FUTURE.*
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater) *YES MORE AND CAREFUL PLANNING.*

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less) *#1 POLICE & FIRE, #2 TRANSPORTATION, #3 INFRASTRUCTURE.*

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less) *OVER 15 YEARS ON THE PLANNING BOARD, AND I LISTEN TO OUR CITIZENS.*

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

By my signature, I certify the above responses are true, accurate and my own.

Date 01/05/22

Signature *Eugene W. B. [Signature]*

I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

TOWN OF ZEBULON
Application for Board of Commissioner's Vacancy

Received
11/24/2022
mm
in person

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought Town Commissioner

CANDIDATE INFORMATION

Last Name Moore Suffix (Jr, Sr, II, III) _____

First Name Annie Middle Initial Jean

Phone Number (Day) 919-269-9772 (Cell) 919-414-6547

Email Address bassma204@att.net

I am at least 21 years old Yes No (If "No" stop here - you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 204 S. Arendell Avenue Unit # -

City Zebulon State NC Zip 27597 County Wake

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box same as above Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)
2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

- Transportation
- Economic Development (business development and recruitment)
- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

By my signature, I certify the above responses are true, accurate and my own.

Date 1-31-2022 Signature Ann Jean Moe

I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

Applicant Information
Moore, Annie Jean

1. Describe, in detail, your public service experience.

Town of Zebulon Commissioner 2018- 2021

Worked on the **Zebulon Planning Board** for 9 years, participating in discussions on how to help the town plan and grow, bringing forth the concerns of the community. One thing I truly fought for was bringing a one-stop-shop (like Walmart) to the community. We now have a 24 hour Walmart along with other businesses.

Member of the **Board of Adjustment** for 3 years, where I was a part of the decisions in hearings on variances, special use permits, and appeals.

Chairwoman of the **Martin Luther King Jr. Breakfast** for 14 years. The event, held yearly until the pandemic, provided community members and leaders an opportunity to gather and reflect on the legacy of Martin Luther King Jr.

Business Owner of AJ's Beauty Unlimited for 29 years. My business serves Zebulon and surrounding areas with self-care and beauty.

Board Member of the **Boys and Girls Club of Zebulon**, where I have worked to address the needs of the community's youth, providing and positive life options.

Participant of Zebulon's Citizens Police Academy

2. Why do you want to serve as Town of Zebulon Commissioner?

I would like to once again serve as a commissioner because this is the community that I have lived in for over 70 years, and I am very passionate about its growth. I want to continue to work on my commitment to improve, promote, support, and help my community. Further, I want to continue to serve our citizens, especially our children.

3. With respect to the following topics, what do you consider to be the most pressing needs of the community?

Transportation- The most pressing need in transportation for our community is more service. We need to not only retain the Rural Ridership Program, we need to take it to the next level. In addition, we need more bus service throughout town. Our older citizens make up a larger portion of the population compared to more urban areas and they, along with people with disabilities, rely on public transit.

Traffic and Road Infrastructure- With the town growing, there will be lots of traffic jams. More lights and stop signs are needed to accommodate the high level of traffic that we have. Traffic lights will be the key to helping move some of the overrun intersections. Coordinating traffic lights on a town street grid can make sure more vehicles hit green lights, which will move traffic faster. I think we need to make our streets more attractive and create more lighting in the area so the streets are no longer dark.

Economic Development- As a business owner, I thrive on building neighborhood based shops to accommodate the flux of people moving to Zebulon. Our downtown is starting to look alive with small businesses and we need to encourage more to come to Zebulon.

Parks and Recreation- My work with the Boys and Girls Club has given me perspective into the needs of the children of our community. We need more programming for our youth. I would like to see more art opportunities that would allow our children to express themselves outside of the school arena.

Public Safety (Police and Fire)- When I participated in the Zebulon Citizen's Police Academy, it was to gain a knowledge and understanding of our police officers and how they work in our community. I still ride on occasion with the Zebulon Police Department.

Land Use and Development- Even though we need more amenities like stores and restaurants, we must keep some of our beautiful green open spaces.

4. **Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why?**

- 1. Traffic-** To decrease the negative impact to current and future residents, we need to eliminate congestion and decrease accidents.
- 2. Transportation-** As our town grows, we need to offer more ways for people to get to work, shop, and live. Adding more bus service is a way to decrease traffic while still giving people a way to get around.
- 3. Our Youth-** We need to offer them program options to help guide them and build a foundation of what they can accomplish in their life.

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners?

Graduate of NC State- I value education and the opportunities that a good education brings.

Teacher's Assistant- This gave me daily knowledge about the needs of children.

School Bus Driver- I gained a unique perspective, outside of school, of the needs that children have.

Zebulon Planning Board- The experience I gained during my 9 years on the board, has allowed me to understand the needs of Zebulon.

Zebulon Board of Adjustments- The time I spent serving on this board gave me knowledge about how the town handles development and growth.

Chairwoman of MLK Jr. Breakfast- My time as a chairwoman helped me in organizing an event that has served the community for 14 years, bringing people together in unity.

Business Owner- Running a small business since 1969 has given me an understanding of why we need to bring services to Zebulon. I also know the challenges that running a small business has and can offer advice as we work on our downtown.

Town of Zebulon Commissioner- My prior knowledge of what it takes to serve on the Board is important.

Received
1/20/22
via email

TOWN OF ZEBULON

Application for Board of Commissioner's Vacancy

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought Board member - Zebulon Board of Commissioners

CANDIDATE INFORMATION

Last Name Lowry Suffix (Jr, Sr, II, III) _____

First Name David Middle Initial J

Phone Number (Day) _____ (Cell) 614-419-3414

Email Address djlowry771@gmail.com

I am at least 21 years old Yes No (If "No" stop here - you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 4212 Vineyard Ridge Dr. Unit # _____

City Zebulon State NC Zip 27597 County Wake

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box _____ Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

- Describe, in detail, your public service experiences? (Limit answer to 400 words or less)
Current Chairperson of the Zebulon Planning Board having served the Planning Board + the Town of Zebulon for over a year. Was a persuing candidate for the U.S. House of Representatives.
- Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)
Because I love my town + want a strong, vibrant, + safe place to raise my family. I also feel strongly about my sense of service to the community + the great citizens of Zebulon. I am a willing public servant and will look at the issues from all perspectives thoroughly.

01/2022

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

- Transportation This is vital to our community. While we have a lot of new homes and families in town, there a lot of others that don't have the same freedom or ease of travel.
- Economic Development (business development and recruitment) we need to grow jobs. Good jobs in Zebulon. I fear we are becoming a "bedroom community" and I would like to see more people living & working in Zebulon.
- Parks & Recreation (programs, facilities, parks) I feel like we have a great plan in place with the master plan. We just need to make sure that we follow the plan that has been laid out.
- Public Safety (police and fire) although our score is high, I feel we need to closely monitor this as more homes & land is developed.
- Land Use and Development we have a great plan in place which I held serve on the board to develop we need to stick to the plan
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater) This is the most vital I feel. Road & Sidewalks networks are not to the capacity that is currently needed & I think we are headed toward a real disaster if we can't get it address immediately.

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

1. Infrastructure (see above)
2. Public Safety (see above)
3. Transportation (see above)


5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less) I have a love of public service. It's an honor & a privilege to serve others. My background is in Customer Service, Management, & engineering. I have served on other committees for planning & worked well with all of the groups.

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

This is a dream of mine & ~~was~~ would be one of the greatest privileges of my life to be of service to this great town for my family & everyone else.

By my signature, I certify the above responses are true, accurate and my own.

Date 1/20/22

Signature 

I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

*Received
1/20/22
in person*

TOWN OF ZEBULON
Application for Board of Commissioner's Vacancy

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or
in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought Board of Commissioner

CANDIDATE INFORMATION

Last Name Germano Suffix (Jr, Sr, II, III) _____

First Name Kacie Middle Initial E.

Phone Number (Day) 407-690-4227 (Cell) 407-690-4227

Email Address kacieb0212@gmail.com

I am at least 21 years old Yes No (If "No" stop here – you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 616 Golden Plum Ln. Unit # _____

City Zebulon State NC Zip 27597 County Wake

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box _____ Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

(Please see attached)

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less *for each topic*)

- Transportation
- Economic Development (business development and recruitment)
- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

By my signature, I certify the above responses are true, accurate and my own.

Date 01/20/2022

Signature 

I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

(I previously attended, but I am willing to again.)

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

Throughout my life I have been involved with public service, from a young child helping my mother with charity events for local organizations through college to now. During my college career, and beyond, I volunteer for construction of homes through Habitat for Humanities. Working to build a home, especially with its future homeowners is one of the most exciting places to be. Between nailing up walls to learning their stories and seeing how they have overcome difficulties in their lives, to finally getting to watch their joy at the keying ceremony is one of the most rewarding experiences out there. I truly love working with the local community for the betterment of my neighbor and the town. Other rewarding experiences have been volunteering at The Ronald McDonald House in Tallahassee, FL. This provided a chance for parents to stay at a warm and comfortable home away from home while their child is at the local children's hospital. In recent times, I was able to work with the Women's Center at North Carolina State University (NCSU) to provide personal health rooms across campus. This allowed safe, clean and comfortable spaces for nursing mothers, so they were not confined to their cars, or other unsanitary locations. Throughout the years, I have attended numerous Interior Design/Architectural programs at multiple schools and universities to work with students to evaluate their projects and portfolios. This provides hands on experience for students with professionals to help with future college applications and job interviews. I recently served as a member of the board for the on-going master plan effort at NCSU, allowing me the opportunity to study and help implement designs to create a more cohesive campus. From researching the existing infrastructure, transportation, land use, building use and overall general safety of our campus community, to having in depth conversations as to how the campus will evolve over the next decade, these discussions correlate with our town's current needs. Being a focus group member of the latest approved Zebulon Comprehensive Land Use and Transportation Plans allowed me the opportunity to voice my concerns and help be a voice of the community. As the current Chair of the Events Committee for ZDAC, I continue to have the opportunity to collaborate on many events for the town.

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

Since moving to Zebulon in December of 2018, I have worked to get as involved as I was able. From attending open public meetings, to being involved throughout the community, I strive to make this the hometown where my children will grow up. Our town is rapidly growing, and in looking at the latest census for our area, our median age is 36 years old. Being in that age range and communicating with ~~other neighbors, a vast majority of them have never heard of the Board, have never been to our~~ downtown, and only live here, forced to do everything else outside of our town limits. I decided to run in this last election as I saw a need for a new perspective. I am not from this town, but I want to help it to where it is going. Communication, while it has gotten better, still needs to be improved upon. I want to help in getting my generation more involved with not just downtown, but our entire area. Part of encouraging community engagement is providing things for our neighbors to do – that comes down to proper land use. Being a designer that works heavily on commercial projects, I understand how effective space can be if it is designed properly. Recently my husband and I purchased one of the buildings in downtown and revitalized it to once again be a functional space for our community. It now has a retail tenant on the bottom and leased out co-working spaces on the top. We saw a need and worked to develop a space that would encourage our community to come to downtown however, our downtown is not all that we are. I am hoping to serve as a Town Commissioner to continue to grow our community in multiple ways. There are undeveloped areas that should be looked at to encourage more economic

development for our area. There are infrastructure issues that must be alleviated for our town to grow properly. There are community parks that have amazing opportunities for development for larger events. The list really does go on. I will simply say, I have invested in this town, I will raise my children here, but we are still working and need to continue working to make our town better. I hope to be a voice for this ever-growing community.

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

• **Transportation**

As a community focus group member for the latest approved Transportation Plan, I had the opportunity to discuss the analysis reports and trends for our area and make comments from the user standpoint. As our town develops and more people move to the area – traffic mitigation will be required to keep our community safe. As someone who lives in a more recently developed area – we are, with the current community size, lacking in proper roads, sidewalks and lights to safely and efficiently move people from our neighborhood to the next. On the flip side, there are neighborhoods around town that were developed decades ago, but no longer meet the needs of the community. The latest plan proposed varies types of median, road widening, turn lanes and more to provide a properly functional road system. A large issue, and in talking with other members of the community, we need properly located sidewalks – particularly near our schools, and a true, safe connection from the North side of our town across the highway to our south side. As it stands you can only walk/bike from Wakelon Elementary to Weavers Pond and stay on a sidewalk. Similar issues occur at Zebulon Elementary where the students are forced to cross a busy street in order to get to the campus. This is unsafe and does not encourage walkability in our community. Updating developer standards to help in correcting this, even more than already required, will help reduce cost for the town.

• **Economic Development (business development and recruitment)**

As a local business and building owner, one of the things that drew us to the area was the chance to be part of revitalizing this community. We are members of our local Chamber of Commerce and have attended multiple events to help engage other local business owners as well. Downtown is still and will continue to be a work in progress, however, downtown is very limited on space and should be only a part of the focus when looking to recruit businesses. Even with the current economic development opportunities, more can be done outside of the downtown area to encourage growth while being selective as to how that growth happens. Part of the issues with recruitment stems back to infrastructure. It is hard to entice new developers when the financial implications to correct issues with utilities, technology, and transportation are a substantial cost in an already increasing market. Working to improve our infrastructure will only increase our economic development and be more attractive for new parties to join in our exciting growth.

- ***Parks & Recreation (programs, facilities, parks)***

In recent years, our Parks & Recreation group has done a fantastic job further advocating and developing our community events and spaces. As the chair for ZDAC Events Committee, I have had the opportunity to work with the team to collaborate on multiple community events, local art displays and more to help engage our town. The latest approved Parks & Recreation Master Plan highlighted a few areas that can be improved upon that would help with other town concerns such as economic development. One of the larger issues for me is the lack of proper facilities. As a designer, and having been in some of these buildings, they are no longer functioning as once intended. With the continuing growth of our community, these spaces must grow to match capacities. In their master plan they highlighted grant opportunities the latest adopted Parks and Recreation Impact fee, and other sources to help alleviate cost. Their phasing approach looks strong, and with the new impact fees looks encouraging to accomplish within their timeline.

- ***Public Safety (police and fire)***

The latest adopted budget highlights some major issues with our current force. As our community has and will continue to grow at a rapid rate, our public safety is being left behind. One of the many, but on the top of most people's list when looking for a new home is, "is the area safe?" When looking at the rates for our public safety is regards to other neighboring towns, is disheartening to see we are so far behind with regards to compensation. When listening in on previous Board meetings to hear how we are losing public safety personal, I wonder what can be done? More incentives, higher pay? With our fire department acquiring a Class 2 fire protection rating within our corporate limits and a Class 3 within 5 miles, we must find ways to applaud their efforts and dedication to our town, or we will continue to lose valuable members of our public safety team.

- ***Land Use and Development***

Coming from a campus planning position with NCSU and seeing all the tools out there that helped me understand the campus land use, it was encouraging to see the town adopt a GIS program that gives some great insight for construction, along with utilizing zoning maps for current land classifications. From a development standpoint, it does highlight some key locations, some currently in proposals, that would be better utilized from an amenity's standpoint to further help with the lack of retail, grocery, hospitability. From a masterplan perspective, we need to look at current parcel classifications in order to reserve key areas for future development. One prime location is around Five County Stadium. When I was part of the focus group for the Comprehensive Land Use Plan, I brought up this space. As we are looking to promote Mudcats stadium as an incentive for buyers and developers alike, we need to further invest in its surroundings. Currently we are lacking in an entertainment sector for our town. This area naturally lends itself to recruit restaurants, retail and other amenities. Comparatively, when looking at what has been approved for construction, there is a surge in housing, but how do

those neighbors reinvest in their town? Currently, there are a several parcels that should be reclassified and some that could potentially be purchased by the town to make this an economic destination area for our town and for Wake County.

• ***Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)***

One of the most expensive investments are infrastructure improvements. Coming from working at a university that is roughly the same age as the town of Zebulon, I am all too familiar with the ever-continuing conversation of what needs improvement prior to the next project beginning. Working on the IPL (integrated priority list) team to help determine where funds should be allocated first, based off a point of decomposition, allowed me the opportunity to understand priorities when looking at future projects. Part of maintaining a proper working infrastructure is looking ahead to stay on top of potential issues. We know there is high probability of land beyond our downtown being developed, we need to have new studies done to properly indicate where our utilities should be updated. Currently seeing how some projects in downtown are having to deal with deteriorating utility lines that are left on the owner to fix is not the way to encourage growth. With the current adopted budget, there look to be several projects in the works to help with ongoing maintenance for our communities, however continual investment, improvements and modifications will be needed, especially as the demand on our infrastructure increases.

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

The needs listed above are all priorities in the continuing growth of our town. When trying to discern which is more important than the next, I look to see what is more impactful to create a fully engaging community. It begins with our available land. When developing, we need to continue to work towards our comprehensive masterplan. As we work to grow smart and develop our neighborhoods, recreation areas and other ancillary spaces, we must also determine where we have insufficient infrastructure. By providing improvements to our roadways, internet, sewer and electrical systems, our downtown and outlying areas will begin to thrive. As our community grows, we can further invest and create a vibrant and lively downtown which only further supports our community. By appropriately expanding our fire and police force to ensure a safe community, we will only encourage more growth to the area. These priorities are all interconnect to create a beautiful, sustaining, vibrant town. Lose one, and the community begins to breakdown.

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

Up until the end of last year, I worked at NC State University as a campus planner working to improve our overall campus masterplan down to specific room updates. During that time, I was able to be apart of many small projects where I worked specifically with the different colleges to determine

needs for their programs and how that translated to space requirements. Also working with our capital planning group to review budgets for projects and propose cost saving options for multiple projects across campus. Recently, I went back to work for an architectural and engineering firm I worked for years ago. Being a designer is what I am passionate about, and helping clients bring their visions to reality is very rewarding. I now work completely remote, and I am utilizing one of the offices in my building downtown. This allows me to be more apart of our community as I am walking it everyday and watching the growth happen. It also has given me a unique perspective in the downtown life and what is needed to further enhance our community. In my past experiences, I have worked on numerous teams, where everyone brought something unique to the table. I will be the first to say, that I do not know everything and will ask those who are subject matter expertise in their respective fields for more information to best inform my decisions. I believe I bring a unique perspective as a member of the design community. As this current seat will only be until the next election cycle, I feel I can jump in and start making informed decisions with the help of the currently appointed board members, town staff and have open conversations with the current Board of Commissioners.

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

*Received
1/13/22
via email*

TOWN OF ZEBULON
Application for Board of Commissioner's Vacancy

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or
in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought Commissioner

CANDIDATE INFORMATION

Last Name Harrison Suffix (Jr, Sr, II, III) _____

First Name Jessica Middle Initial _____

Phone Number (Day) 919.931.6346 (Cell) 919.931.6346

Email Address mrsjdharrison@gmail.com

I am at least 21 years old Yes No (If "No" stop here – you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 512 Carissa Ln Unit # _____

City Zebulon State NC Zip 27597 County Wake

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box _____ Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

- Transportation
- Economic Development (business development and recruitment)
- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

By my signature, I certify the above responses are true, accurate and my own.

Date 1/13/2022

Signature Jessica D. Harrison

I will attend the Board of Commissioner meeting February 7, 2022 @7 PM in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

- Committed three years of service as a PTA board member for Carver Elementary
- Committed a year of services as a Chambers ambassador for the Town of Zebulon Chamber of Commerce
- Mentoring and aiding women of all ages through She Is Me, LLC – A life coaching and personal development program.

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

As a native of the Town of Zebulon, serving as Town Commissioner is an opportunity for me to give back to the community that has given so much to me. Within this role I seek to uphold the Zebulon mission of its commitment to “enhancing the quality of life of our residents by delivering excellent, friendly services”. In addition to upholding this mission, I want to aid in furthering the Town of Zebulon’s 2030 strategic plan. Through this role I desire to foster partnerships with current and future community leaders that will aid in the growth and development of the Town of Zebulon.

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

I believe that all topics listed are deemed pressing needs for the Zebulon community. I believe that each topic pushes the agenda of enhancing the quality of life for our citizens. With respect to that agenda, there is a pressing need within our community for economic development and community outreach programs. Since the beginning of COVID-19 pandemic the state of the world has changed and completely shifted the way that we live our lives. Due to this shift, citizens are leaning on their communities and community leaders more than ever. I believe that this is an opportunity for the Town of Zebulon to believe and act on its core values of honesty/integrity, family, respect, dependability, and teamwork. I believe that with those core values at the forefront, the needs of our community and citizens can be met.

- Transportation
- Economic Development (business development and recruitment)

- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road; sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

Of the needs mentioned, I consider economic development, parks & recreation, and infrastructure investment and maintenance as the top three priorities of the Town of Zebulon. I consider the three needs listed as key components to upholding the core values and mission of the Town of Zebulon. I believe that these three needs provide the citizens of the community the utmost support. I believe that these also embody the Town of Zebulon's 2030 focus areas such as growing smart, small town life, and a vibrant downtown.

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

I am experienced in policy and systems change, education, evidence-based/informed programs and support using innovative leadership skills in human service development, equity, human resource, strategic planning, and retention initiatives.

TOWN OF ZEBULON
Application for Board of Commissioner's Vacancy

Please type or print legibly when filling out this form.

(May be submitted electronically to markland@townofzebulon.org or
in person to Lisa Markland, Town Clerk no later than 5:00pm Monday, January 31, 2022)

If you have questions about this form, please contact Lisa Markland at 919-823-1800

Title of Position Sought Board of Commissioners

CANDIDATE INFORMATION

Last Name Taranto Suffix (Jr, Sr, II, III) _____

First Name Stephanie Middle Initial C

Phone Number (Day) 919-228-9469 (Cell) 919-228-9469

Email Address stephanie@sctaranto.com

I am at least 21 years old Yes No (If "No" stop here – you are not eligible for this position)

RESIDENTIAL ADDRESS

Physical Address 224 W Gannon Avenue Unit # _____

City Zebulon State NC Zip 27597 County Wake

My primary residence is located within Zebulon's Corporate Limits. Yes No

MAILING ADDRESS

Mailing Address Same as Above

Address or PO Box _____ Unit # _____

City _____ State _____ Zip _____ County _____

I am a registered voter in Wake County and legally eligible to vote in Zebulon elections. Yes No

QUESTIONS

You may attach additional sheets of paper when answering questions.

1. Describe, in detail, your public service experiences? (Limit answer to 400 words or less)

Please see Attachment A for response.

2. Why do you want to serve as a Town of Zebulon Commissioner? (Limit answer to 400 words or less)

Please see Attachment A for response.

3. With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less *for each topic*)

- Transportation Please see Attachment A for response.
- Economic Development (business development and recruitment)
- Parks & Recreation (programs, facilities, parks)
- Public Safety (police and fire)
- Land Use and Development
- Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)

4. Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

Please see Attachment A for response.

5. What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

Please see Attachment A for response.

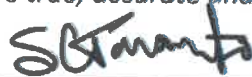
Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).

Please see Attachment A for response.

By my signature, I certify the above responses are true, accurate and my own.

Date 31 January 2022

Signature



I will attend the Board of Commissioner meeting **February 7, 2022 @7 PM** in Town Hall and be available to make a verbal presentation (no more than 5 minutes) and answer questions from Board members.

I am interested in attending a "Government 101" seminar hosted by the Town Manager.

TOWN OF ZEBULON

Position: Board of Commissioners | Applicant: Stephanie C. Taranto

1) Describe, in detail, your public service experiences? *(Limit answer to 400 words or less)*

My Why

Elevating others' life experience and sparking transformational journeys – these are the converging pathways I tend to choose when deciding how best to contribute my personal and professional time and resources to others.

I have learned through experience that **the desire to feel better, do better, and be better is universal and crosses all socioeconomic, race, cultural, and religious frameworks**. As such, my public service mirrors the same diversity and meets others where they are to help solve what matters most to them in the moment. These incremental and practical wins can truly be the spark of inspiration for the greater shift needed so one person, one family, one town may create and experience their uniquely defined version of *“The Feel-Do-Be-Better Life.”*

My Service

Growing up in the Biloxi, MS Gulf coast region, and all the challenges that comes from being a small transient city, I identified many opportunities to make a practical and inspirational difference. For one, the regional VA Hospital is located in Biloxi and with it comes a large percentage of veterans vulnerable to homelessness and high suicide rates. Identifying the need for the basics of food, shelter, and hope, at the age of 17, I collaborated with local churches and the city to form an outreach to deliver food and resource information to veterans on the streets. Keeping authentic to my practical + inspirational approach, we delivered this public service through a performing arts group of teens that went outside the walls of the churches and made the streets our stage and the homeless population our audience. Not only did this infuse the veterans with life-changing hope, it also inspired the youth of our city to see beyond the walls of their own life and help define an opportunity to make *The -Better Life* for themselves and others using their unique abilities and talents.

My public service has continued over the years delivering targeted funding and resourcing and business and life coaching and mentoring to individuals and small businesses through my business fund which I referred to as the “TruHeart Foundation.”

2) Why do you want to serve as a Town of Zebulon Commissioner? *(Limit answer to 400 words or less)*

As a Board, you are faced with the rare and particularly significant role of appointing a commissioner to fill a vacated seat. **The citizens of Zebulon have elected each of you to collectively represent their highest and best good** and to establish town policies that simultaneously 1) solve the current needs and 2) encompass forward-thinking placeholders that effectively bridge us to the desired future quality of life without diminishing the deeply regarded small-town spirit.

To that end, each of you on the Board brings a unique set of strengths, skills, and perspectives to the table that will help identify, shape, and bring life to the current and future policies. **Looking to the empty seat at the table, I ask you to pause and first consider *not who but what* practical and inspiring strengths, skills, and perspectives YOU need to complement the existing team for the next 21 months in order to accomplish the critical agenda ahead of you – the time remaining on this vacated seat’s term. Once you know the what, matching the who from applicants becomes a much simpler decision.**

Zebulon has been slowly climbing a growth trajectory for the last few years, but it is obvious as we enter into the next 3-to-5-year period, the ascension is picking up rapid speed and the decisions and policies are becoming much more critical to the current and future Corporate and Resident Citizens of Zebulon and our strategic value to the greater Wake County. Without the right mix of strengths, skills, and perspectives around this Board table, Zebulon is at risk for not becoming a prime location to live, work, and play in Wake County and the State of North Carolina. **I want to be a highly-functioning and contributing member of this incredibly talented collective of commissioners, town leadership and staff all of whom are committed to excellence and creating a safe community for a unique and high-quality life for its citizens and a destination we can be proud to invite visitors.**

3) With respect to the following topics, what do you consider to be the most pressing needs of the community. (Limit answer to 300 words or less for each topic)

- **Transportation**

Having a successful Transportation infrastructure is the key underpinning of the Town’s Strategic Vision and Mission, and for every department-level master plan. The ability to be forward-thinking and collaborate are skills the Board must possess to effectively plan and secure funding and resources for what Zebulon will require for Smart Growth. Ease in citizen transportation directly impacts Zebulon’s ability to retain our business tax base and attract new Corporate Citizens.

The right mix of investments in infrastructure for Walk-Bike-Drive-Public transportation will ensure all Citizens are able to maximize the Town’s assets and quality of life available in Zebulon. Recognizing that Land Use is an interdependent resource for effective Transportation planning, and not just for obvious needs in commercial and residential Development activity but allocations of land for roadway expansion and sidewalk projects are necessary. Our ability to effectively plan and collaborate and consistently demonstrate the Town’s shared investment, to Wake County and the greater Metro Transportation Planning is critical to Zebulon receiving the funding and priority allocations needed to achieve goals and fulfil our mission.

- **Economic Development (business development and recruitment)**

In looking at the Town’s organizational chart, it is my opinion that Economic Development would benefit as a formal department instead of a function embedded within the Planning department. Rationale: 1) Economic Development is a core service and a critical component

of our strategic vision for growth and improving citizens' quality of life. 2) Further, being a department signals to external parties the Town's commitment to economic initiatives.

Accelerating the plan for establishing and resourcing this department should be a top priority for the Board in budgetary planning for FY 2022. The launch of this department could be accomplished with one (1) FTE as a first phase investment provided the right-fit resource is selected.

- **Parks & Recreation (programs, facilities, parks)**

The adoption of the Parks and Rec Master Plan was certainly a significant milestone achievement for the Town of Zebulon. Recognizing this plan will positively impact other key initiatives such as Economic Development there is an importance in phasing investments on the right projects that will maximize interdependent benefits.

The number and quality of the Town's Park and Rec assets is a differentiator for the area and helps to establish Citizen pride, which is a key influencer in attracting attention for economic development initiatives, diverse commercial and residential developers, and new Resident growth. It's my opinion that a strategic communication plan is needed to 1) educate our citizens of what's available for quality of life (as the department has started doing in late 2021) and 2) deliver external advertisements and public relation opportunities. We have niche assets such as our disc golf course that can be leveraged for creating positive awareness of Zebulon as a prime place to live, work, and play.

- **Public Safety (police and fire)**

The health of a city can be measured through its sense of place (commitment and pride of its citizens), commerce, and safety. As the growth accelerates the next 3 to 5 years, Zebulon will require expansion of Public Safety investments, including people, land, and capital assets. The location of these expanded public safety resources in relation to town residential and corporate developments and the current and planned transportation infrastructure will be an important consideration for the Board.

Given that Zebulon is interconnected with and in close proximity to interstates and highways, we have an increase in non-citizen traffic within the town limits. This fact alone has the potential of substantially increasing crime rates and introducing new types of crimes into our area. Identifying other small towns that have similar transient traffic and minimal resources who have successfully maintained or improved Public Safety metrics that we could learn from and collaborate with would be a worthwhile investment of time. Our new Police Chief has done an outstanding job at establishing a citizen communication plan that helps build awareness and open lines of communications between the department and the community. Proactive and relevant communication together with accessibility give the perception of a larger Public Safety resource than may actually be present which helps people feel safe and deter crime.

- **Land Use and Development**

As demonstrated in each of my responses, the Town Leadership's and Board's responsibility within Land Use and Development has a ripple effect for Housing, Transportation and Economic Development that can't be easily course corrected, if at all. Funding, policy decisions, and development approvals are foundational to smart growth of a sustainable community that retains its corporate and resident citizens for long-term. It's important to refrain from making decisions from a scarcity perspective (what if no one else is interested in the future) and have the plan to support not just "good" development deals but holding out for excellence. For example, with residential development, I believe it to be important to consider a scaled housing/development growth plan that is diverse in its offerings to existing and future citizens. We need a housing infrastructure that aligns with generational socioeconomic upward mobility. This would encompass options for affordable single-family housing, multi-family developments, and luxury developments. This will require us to also prioritize the quality of schools and the types and placements of parks and gathering places.

- **Infrastructure Investment and Maintenance (examples: road, sidewalks, and stormwater)**

Roads. With the number of NCDOT-owned roads that are part of Zebulon infrastructure and the value of these roads to the greater Wake County and State of North Carolina Transportation Plan, the Town's responsibility in developing a more effective feedback loop and results-oriented relationship with the NCDOT is critical.

Citizens have a role to play. Creating awareness and promoting citizen action on the importance of reporting feedback on the potential operational and safety improvements for NCDOT-owned roads should be a top priority in the Town's strategic communication plan. A simple but profoundly helpful example to this point is how our police department shared a link to the DOT citizen feedback webpage. I cannot count how many times over the years and most recently in the municipal elections I heard citizens express major frustration and concerns over road conditions, operations and safety. Not one single response to these expressed concerns included a thorough explanation for how the NCDOT and Town's collaboration is managed nor that the NCDOT provides a website for citizens to report their feedback. We have a new police chief who has worked with her administration to establish a consistent communication plan for citizen engagement through social media, and it was there that we learned about process, the important role we play as citizens in providing feedback and were provided the link.

Broadband. Corporate America operations and workforce are shifting significantly. The corporate workforce is resigning in larger percentages to establish freelance solopreneur businesses that operate from home offices or shared workspaces. Companies are decentralizing the "point-of-work" requirements from office-centered to remote-based workforces. Zebulon must have the technological infrastructure in place, so our Corporate and Resident Citizens have the ability to operate and do their work with the same high-level tech capabilities as offered in our neighboring communities. Prioritizing this infrastructure investment is critical to our economic development growth and for attracting new Corporate and Resident Citizens as well as commercial and residential Developers.

4) Of the needs mentioned, what do you consider to be the top three priorities for the Town of Zebulon, and why? (Limit answer to 400 words or less)

I've kept my responses to each topic in Question #3 concise and prioritized to support response to this Question #4. The only addition is my recommendation for our Town to have a strategic communication plan and an effective means for consistent and convenient delivery, particularly for Corporate and Resident Citizen engagement. I believe this to be an overarching priority for all departments, initiatives, and plans. Incorporating a Town mobile app to augment our Town website would be a worthy investment.

5) What are your skills and qualifications through work or life experiences that are transferable to service on the Board of Commissioners? (Limit answer to 400 words or less)

My husband and I have been a resident of Zebulon since July 2013, close to nine (9) years. We own a 'historic' home on W. Gannon Avenue. My husband has been part of the Zebulon community since he was a child spending summers barning tobacco on extended family farms. His parents live in Zebulon. He and I operate our respective businesses from our home offices. In 2013, I considered us "pioneers" moving here from Raleigh and only held a vision of the quality of life that could be attained from quaint small town living with a vibrant downtown we could easily walk to and proudly invite our friends to join us as a worthwhile destination for dining and cultural events. Fast forward to January 2022, we have made progress towards that personal vision, but certainly there is more to accomplish to have that sense of place in Zebulon we desire.

My transferrable skills and professional credentials are diverse, and I believe to be an excellent match for the open seat at the Board table:

- I have been in business operations leadership for the last 22 years within healthcare research, a highly regulated industry.
- For the past 12 years, I have owned and operated a consulting firm focused on 1) forming strategic alliances, 2) drafting and negotiating legal, financial and operational terms for service and licensing contracts, and 3) supporting financial and accounting departments in budget development and oversight.
- I am on speed-dial for many senior executives as the go-to problem solver in continual process improvement and strategic planning.
- In addition, I have a second consulting business that helps small businesses and solopreneurs with strategic communications, marketing, and business development and structuring.
- I have a NC Real Estate Brokers license which I solely use collaborating with and providing strategic planning and communications advice to Residential developers.

Other skills and understandings that can be of support to the Board in planning and evaluating opportunities:

- App development
- Website development
- Graphic Design and Publishing
- Video Production
- Social Media Strategic Planning and Management
- Project Management
- Vendor Governance and Issue Mediation

6) Provide any other pertinent information you want to share that is not covered above. (Limit answer to 300 words or less).


I approach most everything, including public service, with an entrepreneurial and transformational mindset. I believe having a visionary focus from the start quickly illuminates the gaps in the road and helps to bridge those gaps with creative and adaptable solutions. Moreover, this approach of forward-thinking anchored in practicality tends to cultivate the influence of early adopters which builds momentum and attracts the larger group of people and resources necessary to achieve the desired outcomes.

I believe my business acumen, friendly and approachable demeanor, and ability to influence and connect a diverse group of people towards a common goal, all together make me an asset to this Board and the Town of Zebulon for such as time as this.

I reiterate the recommendation that your selection to fill this seat should be with someone having the strengths, skills, and perspectives that will compliment the existing members and with the competencies to ramp up quickly and be a strong contributing teammate.

Thank you for your consideration.

STAFF REPORT
RESOLUTION 2022-11
ST. PATRICK'S DAY EVENT
WEST HORTON STREET
PUBLIC EVENT APPLICATION
FEBRUARY 7, 2022

Topic: Resolution 2022-11 – St. Patrick's Day Event
Speaker: Sheila Long, Parks & Recreation Director
From: Teresa Piner, Downtown Associate Community Coordinator
Sheila Long, Parks & Recreation Director
Prepared by: Teresa Piner, Downtown Associate Community Coordinator
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a request by the Wake & District Public Safety Pipes and Drums to hold a St. Patrick's Day event in public right-of-way on Saturday, March 19, 2022.

Background:

Community input gathered during the development of Zebulon's 2030 Strategic Plan revealed the desire for "more community events/activities". In response, the Town funded, organized, and staffed the 2019 Tree Lighting Festival.

As discussed during the 2020 Retreat, the Town can more efficiently and effectively create more community events by indirectly encouraging and supporting the private and non-profit sectors in their efforts to host functions on public property and right of way. Indirect encouragement and support is accomplished through Town infrastructure, such as the Alley Activation projects that provide space and electricity, and Town services, such as the permitting, logistics, or operational support that facilitate the events.

Wake & District Public Safety Pipes and Drums, a 501(c)3 non-profit affiliated with McCallum Bag Pipes (scheduled to open late 2022 in Downtown Zebulon), has proposed to plan and implement an event recognizing St. Patrick's Day. The event, including music, food, and family-friendly activities requires closing W. Horton St, between Church St. and Arendell Ave., and the Vance Street municipal lot from public access. No alcohol will be sold for on-site consumption

An interdepartmental team has reviewed the event request and identified the expectations of the applicant in the Road Closure for Events Agreement (attached). The agreement has been reviewed by both the Town Attorney and underwriters for the Town's insurance. This agreement has been drafted for Board consideration.

The Wake & District Public Safety Pipes and Drums will work closely with Zebulon Public Works and Police to close the public right of way and oversee the event.

STAFF REPORT
RESOLUTION 2022-11
ST. PATRICK'S DAY EVENT
WEST HORTON STREET
PUBLIC EVENT APPLICATION
FEBRUARY 7, 2022

Discussion:

The discussion before the Board is whether to close W. Horton St on Saturday, March 19, 2022 in support of the event planned and implemented by Wake & District Public Safety Pipes and Drums; and if they are interested in developing a regulatory mechanism to permit the closing of public rights of way for private functions.

Policy Analysis:

The proposed event is consistent with the following focus areas and goals of the Board-adopted *Zebulon 2030* Strategic Plan:

Vibrant Downtown: 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, by:

- developing events, entertainment, and cultural attractions to draw people downtown

Small Town Life: 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, by:

- promoting more community events and festivals
- enhancing and creating more community gathering places

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, by:

- Pursuing economic development opportunities with our community partners
- Maintaining appropriate staffing to support expected service levels for the growing community

The proposed event is consistent with, and specifically addresses a recommendation of, the Board-adopted *Play Zebulon* Parks and Recreation Master Plan by collaborating with “Downtown partners ... to provide programs” and increasing “community-based events and identify opportunities to support and encourage private organizations and partners to offer events”.

While the Town has closed public rights of way for Town-sponsored events, such as the Tree Lighting Festival, there isn't a regulatory mechanism within the Code of Ordinances to close public rights-of-way for private functions. The closest guidance is found in the Police Chief's authority to permit parades (Code § 98.02). Absent a text amendment to the Town's Code of Ordinances allowing private use of public space for public purposes, adopting a Resolution recognizing the event's consistency with adopted public purpose

STAFF REPORT
RESOLUTION 2022-11
ST. PATRICK'S DAY EVENT
WEST HORTON STREET
PUBLIC EVENT APPLICATION
FEBRUARY 7, 2022

and the Board's utilization of statutory authority to temporarily close rights-of-way (NCGS §160A-296) is necessary.

Fiscal Analysis:

The Town's fee schedule does not identify a fee associated with street closures, although there would clearly be costs borne both by the Town in closing a street and overseeing an event. The Town anticipates \$300 to close the street (2 Public Works employees) and \$630 to oversee the event (3 Police officers at an overtime rate).

The Recreation Cost Recovery Policy provides some guidance on fee reductions and waivers for non-profits providing a recreational opportunity that is both free to the public and in-line with the Town's Strategic Plan.

While allowed per policy, fee reductions or waivers must be covered. The Parks and Recreation Special Event line-item was established, and includes funds, to support private development of special events. If authorized, funds will be transferred to Police & Public Works overtime to cover incurred expenses.

Staff Recommendation:

Staff recommends the Zebulon Board of Commissioners approve the closure of W Horton from Noon – 6:00pm and waive the fees.

Staff further recommends initiating a text amendment to develop the regulatory mechanisms for what is expected to lead towards similar requests in the future.

Attachments:

1. Event Agreement
2. Letter Requesting Fee Waiver
3. Resolution 2022-11 to temporarily close right of way
 - a. Option A: Waive all staff related fees
 - b. Option B: Waive fees for road closure/ require payment of off duty officers
 - c. Option C: Waive no fees

Road Closure for Public Event Agreement & Expectations

The Town of Zebulon owns and manages the majority of streets within Town limits. The Town's Strategic Plan includes the following areas of focus: Grow Smart, Vibrant Downtown, and Small Town Life. The primary purpose of streets is to provide transportation access connecting businesses, residents, and visitors to Zebulon. When the impact is manageable it is common for streets to be closed for events made available to the public by private organizations. Private organizations may request closure of streets from the Town. All events must be evaluated on a case by case basis due to the complexity of closing streets and each town department will identify appropriate requirements necessary to approve a street closure for events.

GENERAL POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Fees are charged in accordance with the adopted Fee Schedule and the Recreation Cost Recovery Policy.
3. Licensee will comply with all laws, ordinances (including Town of Zebulon Noise Ordinance), and regulations adopted or established by federal, state, county, or Town of Zebulon and require that all its attendees comply with same. Licensee will comply with all Zebulon Community Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Zebulon or its agents will not be responsible for any accidents or personal injuries that occur during the leasing period. Licensee is responsible for the actions of the participants in their group and/or event.
5. The Town of Zebulon will not be responsible for any stolen or damaged goods.
6. Licensee is responsible for the cost of any professional repairs or replacement of any damages to Town assets or equipment.
7. The Town of Zebulon reserves the right to require Licensee to provide security for its event. In such cases, Licensee will be required to hire off-duty officers of the Zebulon Police Department at their designated rate. This fee will be paid directly to the hired police officer prior to the event starting or as directed by the Police Department. If a Zebulon Police Officer is not available, the Licensee may hire a "sworn officer" approved by the Town of Zebulon.

8. Licensee or permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 48 hours prior to the event, and if not, the Town may cancel this agreement, and Licensee shall forfeit all rights to refund of any monies paid.
9. No alcoholic beverages are permitted to be sold, possessed, or consumed without the appropriate permit from the Alcohol Beverage Control Board. Persons holding such permit must be who provides the beverages to be consumed at the event. A copy of the permit for providing alcoholic beverages at the event must be presented to the Town of Zebulon no later than 48 hours in advance of the event. Attendees cannot bring in their own alcoholic beverages. No brown bagging is allowed. All applicable Alcohol Beverage Control laws shall be complied with.
10. Nothing is to be installed to the streets, sidewalks, or other privately owned businesses that may cause damage to the property.
11. The Town of Zebulon reserves the right to make any public announcements.
12. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Town's Special Events Committee during the application process.
13. Licensee's road closure is for the hours specified on Licensee's public event application that has been approved by the Town of Zebulon. This should include the time needed to setup and cleanup. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours.
14. Special Event applications should be submitted at least 60 days prior to the date requested. Rental payment is due within five days of approval. No reservation is confirmed until payment is received.
15. A refundable security deposit equivalent to half of the rental rate may be required for any rental. Assuming there are no damages to the Town's assets or equipment, the security deposit will be refunded within two weeks after the rental.
16. Licensee agrees that at all times the event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly-authorized governmental agencies responsible for public safety and with the Town of Zebulon to assure such safety.

17. Walkable and ADA accessible ingress or egress to and from the event location and the impacted private property owners shall not be obstructed.
18. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the event.
19. The Town of Zebulon reserves the right to make cancellations to any road closure at any time due to staffing availability, public health and safety concerns, and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits paid to the Town will be returned in full if the cancellation is initiated by the Town of Zebulon. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon.
20. Cancellations initiated by Licensee more than 30 days prior to the event date shall be granted a refund of paid fees and any deposits minus a \$25 administration fee. Cancellations initiated by Licensee within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total rental fee. Cancellations initiated by Licensee less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.
21. The Town of Zebulon reserves the right to refuse road closures to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Town.
22. Licensee must ensure that the impacted streets are left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash, paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. A cleaning fee will be charged to events that require Town staff cleaning of the streets. This will be calculated based on the staff resources required to address any issues and the adopted Fee Schedule. Trash and Recycling containers are provided; please recycle appropriately.
23. At the conclusion of the rental, Licensee will be expected to complete a final walk-through of the event area with Town staff to ensure that the event area is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Licensee understands that they will be held financially responsible for any damages to the event area that may occur during the event and are responsible at all times for their guests' behavior. The Town of Zebulon endeavors to provide and maintain a family atmosphere. The Town of Zebulon expects each user group to treat our public spaces with care and respect.
24. The Town of Zebulon reserves the right to alter these policies if necessary or it is in the best interest of the Town of Zebulon.

Event Specific Details and Requirements:

Licensee: Wake District Wake District Public Safety Pipes and Drums
Location: West Horton St from Church St to Arendell Ave and the Public Parking Lot
Street Closure Time: 12 PM-6 PM
Event Purpose: St Patrick's Day event with music, food trucks, and family friendly activities.

Each town department has reviewed the event request, the following items are expected:

1. Electrical access is available on West Horton Street. Should the licensee seek to have access to this unit, they will need to coordinate in advance with Town staff and be prepared to address safety concerns related to trip hazards.
1. At least two porta-johns (1 ADA), a handwashing station, and multiple hand sanitizing stations should be made available.
2. The Town will provide barricades, traffic cones, NCDOT traffic signs and trach carts. The Public Works department will plan, set up, and break down the road closure. The direct cost of closing the street will include overtime pay of public works employees. This fee will be billed to the licensee unless the Board of Commissioners adopts a resolution waiving the fees.
3. Licensee is responsible for contacting impacted property owners about the event and street closure as it will impact access to their property. Impacted properties for this event are identified frontage properties between Arendell Ave and Church St on West Horton St.
4. Per Town ordinance, three Zebulon Police Officers will be required for the duration of the street closure and event. Officers will need to be on site to close the streets and monitor the continued street closure for the safety of event participants and drivers. The Licensee will need to coordinate with the Zebulon Police department to secure 3 off duty officers at the off duty rate. This fee will be required by the licensee unless the Board of Commissioners adopts a resolution waiving the fees.
5. If tents are going to be used, please contact the Zebulon Fire Department to determine any safety precautions or permits that may be required. For more information contact Chris Bisette at 919-823-1842.
6. A meeting will need to be held no less than 2 weeks prior to the event in order to solidify the layout of your event and finalize details as it pertains to the Town.
7. A crowd manager is recommended for any event. Should an event exceed 1000 people, coordination with the Zebulon Fire Department to learn how to be trained in crowd management is important.

The undersigned Licensee certifies that it has read the above agreement and understands that it is responsible for Licensee and its guests adhering to the expectations at the event for which Licensee has requested use of public streets. Licensee agrees to defend, indemnify and save harmless the Town of Zebulon, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Licensee's license and use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnitees as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for Licensee's (and its employees', contractors', agents', officers', and guests') use of Town public spaces. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Licensee or Licensee's employees, contractors, agents, officers or guests.

IF LICENSEE IS AN INDIVIDUAL:

Print Name: _____

Signature: _____

Date: _____

IF LICENSEE IS AN ENTITY:

(Print Entity Name)

By: _____
(Signature of authorized person)

Name: _____
(Print name of authorized person)

Title: _____
(Print capacity of authorized person (President, Vice President, etc.))

Town Staff Signature: _____ Date: _____

WAKE & DISTRICT

PUBLIC SAFETY PIPES AND DRUMS

January 21, 2022

Zebulon Board of Commissioners
1003 N Arendell Avenue
Zebulon, NC 27597

Mayor and Board,

Re: 501(c)3 Fee Waiver Request

My name is Joe Brady, Manager of the Wake and District Public Safety Pipes and Drums. I am writing to request a fee waiver associated with the application to host a **St. Patrick Day event in Downtown Zebulon**. The event is planned for **Saturday, March 19, 2022**, with the band performing and supporting additional activities along W Horton Street.

The rank and file of our 501(C)3 organization are from numerous public safety agencies in the Wake County region – alongside active and retired members of the United State Military; I myself am a veteran of the Chicago Police Department.

In addition to those public safety and military members we are proud to be one of a handful of public safety bands which allow family members and friends from the community to join our ranks. We take great pride in all we have accomplished and realize there is always a higher level of excellence to be achieved. We strive to be humble and grateful for our members, our collective talents and hard work, and the opportunities we have to perform and grow.

From funerals to competitions or stage performances the band has earned the respect of the Public Safety Community and the global Bagpipe and Drum Community. We are grateful to all the band members, their families and our friends for their encouragement and financial support.

We would like to thank the Town for allowing us to partner and share our music and culture with the Zebulon community. You can contact me at 919.607.3131, or email Brady@ForOurFallen.org to ask any questions.

Thank you for your consideration.

Respectfully,



Joseph M. Brady
Founder and Musical Director
Wake and District

RESOLUTION 2022-11
RESOLUTION A TO CLOSE W. HORTON FROM
N. CHURCH STREET TO ARENDELL AVE
ON MARCH 19, 2022

WHEREAS, the 2030 Strategic Plan identifies Downtown as a Focus Area and strives to create a Vibrant Downtown with a variety of special events and entertainment; and

WHEREAS, the 2030 Plan's goal is to revitalize Downtown, develop events, entertainment, and cultural attractions to draw people Downtown; and

WHEREAS, the Town has funded Downtown infrastructure and alley improvements to support special events; and

WHEREAS, the Town encourages non-profits to participate and contribute to the vibrancy of Downtown; and

WHEREAS, the Wake & District Public Safety Pipes and Drums are a nonprofit offering partnership with the Town of Zebulon by freely sharing their talents with the community, organizing activities, such as music and food trucks, and coordinating with downtown businesses to manage trash disposal before, during, and after the St. Patrick's Day event; and

WHEREAS, the Town of Zebulon will support this partnership by closing the section of W. Horton Street, from N. Arendell Ave. and N. Church St., and funding staff to execute the set-up and breakdown of the road closure and public safety at the St. Patrick's Day event.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request by Wake & District Public Safety Pipes and Drum to close W Horton Street on Saturday, March 19, 2022, from Noon until 6:00pm and waive fees associated with town staff for the purpose of a St. Patrick's Day event in Downtown Zebulon. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such act is necessary in the interest of public safety or protection of public property.

Adopted the 7th day of February 2022

SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

**RESOLUTION 2022-11
RESOLUTION B TO CLOSE W. HORTON FROM
N. CHURCH STREET TO ARENDELL AVE
ON MARCJ 19, 2022**

WHEREAS, the 2030 Strategic Plan identifies Downtown as a Focus Area and strives to create a Vibrant Downtown with a variety of special events and entertainment; and

WHEREAS, the 2030 Plan's goal is to revitalize Downtown, develop events, entertainment, and cultural attractions to draw people Downtown; and

WHEREAS, the Town has funded Downtown infrastructure and alley improvements to support special events; and

WHEREAS, the Town encourages non-profits to participate and contribute to the vibrancy of Downtown; and

WHEREAS, the Wake & District Public Safety Pipes and Drums are a nonprofit offering partnership with the Town of Zebulon by freely sharing their talents with the community, organizing activities, such as music and food trucks, funding public safety, and coordinating with downtown businesses to manage trash disposal before, during, and after the St. Patrick's Day event; and

WHEREAS, the Town of Zebulon will support this partnership by closing the section of W. Horton Street, from N. Arendell Ave. and N. Church St., and funding staff to execute the set-up and breakdown of the road closure at the St. Patrick's Day event.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request by Wake & District Public Safety Pipes and Drum to close W Horton Street on Saturday, March 19, 2022, from Noon until 6:00pm and waive fees associated with Public Works staff for the purpose of a St. Patrick's Day event in Downtown Zebulon. Fees associated with off duty officers will be the responsibility of Wake & District Public Safety Pipes and Drum. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such act is necessary in the interest of public safety or protection of public property.

Adopted the ____ day of _____, 2022

SEAL

Glenn L. York - Mayor

Lisa M. Markland, CMC - Town Clerk

RESOLUTION 2022-11
RESOLUTION C TO CLOSE W. HORTON FROM
N. CHURCH STREET TO ARENDELL AVE
ON MARCH 19, 2022

WHEREAS, the 2030 Strategic Plan identifies Downtown as a Focus Area and strives to create a Vibrant Downtown with a variety of special events and entertainment; and

WHEREAS, the 2030 Plan's goal is to revitalize Downtown, develop events, entertainment, and cultural attractions to draw people Downtown; and

WHEREAS, the Town has funded Downtown infrastructure and alley improvements to support special events; and

WHEREAS, the Town encourages non-profits to participate and contribute to the vibrancy of Downtown; and

WHEREAS, the Wake & District Public Safety Pipes and Drums are a nonprofit offering partnership with the Town of Zebulon by freely sharing their talents with the community, organizing activities, such as music and food trucks, funding public safety and staff to execute the set-up and breakdown of a road closure, and coordinating with downtown businesses to manage trash disposal before, during, and after the St. Patrick's Day event; and

WHEREAS, the Town of Zebulon will support this partnership by closing the section of W. Horton Street, from N. Arendell Ave. and N. Church St., at the St. Patrick's Day event.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon does hereby approve the request by Wake & District Public Safety Pipes and Drum to close W Horton Street on Saturday, March 19, 2022, from Noon until 6:00pm and no fees associated will be waived. The Town reserves the right to cancel or cause the interruption of the event when, in the sole discretion of the Town, such act is necessary in the interest of public safety or protection of public property.


Adopted the ____ day of _____, 2022

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
YOUTH PROGRAM FINANCIAL AID POLICY
FEBRUARY 7, 2022

Topic: YOUTH PROGRAM FINANCIAL AID POLICY
Speaker: Sheila Long, Parks and Recreation Director
From: Sheila Long, Parks and Recreation Director
Prepared by: Sheila Long, Parks and Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a Youth Program Financial Aid Policy.

Background:

In keeping with findings from the Parks and Recreation Master Plan *Play Zebulon*, the Zebulon Parks and Recreation Department and Parks & Recreation Advisory Board have collaborated to focus on how to enhance Community Engagement and Community Awareness.

Zebulon Parks and Recreation Department and the Parks and Recreation Advisory Board are working towards eliminating barriers for Zebulon youth who face financial hardships. This will allow development and growth of Zebulon youth through participation in Zebulon Parks & Recreation athletic leagues, summer camps, and other programs by offsetting participation fees to those in need.

The presented policy recognizes feedback from the Advisory Board.

Discussion:

The discussion before the Board of Commissioners is to consider the Youth Program Financial Aid Policy.

Policy Analysis:

Adopting this policy is consistent with the Zebulon 2030 Strategic plan as providing these resources is an opportunity to grow smart through partnerships and ensuring small town life initiatives are accessible to youth impacted by financial hardships.

This policy is consistent with the adopted Comprehensive Parks and Recreation Master Plan where the mission of Zebulon Parks and Recreation is identified as connecting all people and the community through quality parks, facilities, and programs. One of the goals identified in the plan is to ensure all residents have equitable access to parks, facilities, and recreation services. A financial aid scholarship program is an opportunity to work towards this goal.

Financial Analysis:

The Parks & Recreation Advisory Board secured a \$1000 donation from ERA Parrish Realty to begin this program.

The Advisory Board will continue to seek sponsors for the youth financial aid scholarship program. Staff will manage available funds to cover recreation fees for

Zebulon Parks and Recreation Programs for residents requesting support and meeting the criteria.

Staff Recommendation:

Staff recommends adoption of the Youth Program Financial Aid Policy.

Attachments:

1. Proposed Youth Program Financial Aid Policy

Topic: **YOUTH PROGRAM FINANCIAL AID POLICY**
Prepared by: Sheila Long, Parks & Recreation Director

Section 1. Purpose

Zebulon Parks and Recreation Department will work towards eliminating barriers for Zebulon youth who face financial hardships. This will allow development and growth in our Zebulon youth as they are provided with the opportunity to participate in athletic leagues, summer camps, and other programs. It is our goal to not limit participation in Zebulon Parks and Recreation programs due to participation fees.

Section 2. Eligibility

Youth up to ages 18 years of age and/or through high school are eligible for financial aid. The recipient must be a Town of Zebulon resident. Foster children are also eligible for this program. Households must be receiving public assistance (government benefits). The recipient must also be in good standing with the organization.

Special consideration may be granted for extenuating circumstances. Such requests must be made via a letter to the Parks and Recreation Advisory Board in addition the application described in section 3. The Advisory Board will consider approval at their regularly scheduled meeting unless a special meeting is called. Staff will advise the Advisory Board of the balance to the financial aide program; however, the decision to award funds for extenuating circumstances will be the responsibility of the Advisory Board.

Section 3. Application

Financial Aid is not guaranteed and is approved based on need, program availability, and available funds. Completing an application does not register a child for the program or guarantee funds. Applications must be completed in its entirety. Each application is for one child and one program. A registration form must be completed for the requested program. The application must include proof of participation in at least one public assistance. Examples of qualifying assistance include programs such as: SNAP, Section 8 Housing Assistance, and Medicaid.

Applicants will be reviewed prior to the end of the registration period for the requested program. The Parks and Recreation Department will notify the recipient of the decision in a timely manner. If a financial aid request is denied, staff may work with the participant to establish a payment plan. Applications should be submitted the Recreation Assistant. The Parks and Recreation Director will authorize final approval of financial aid.

Section 4. Available Funds

The Parks and Recreation Advisory Board fundraises to provide funds available for the financial aid program. Funds raised for this program are deposited with the Town of Zebulon. The Zebulon Parks and Recreation Department is responsible for management of the financial aid program. Aid can only be distributed as funds are available.