

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
March 1, 2021  
7:00pm**

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. Zebulon Elementary School*

1. Nikolas Moss – Student
2. Timothy Chartrand – Teacher

**IV. SPECIAL RECOGNITION**

*A. East Wake Academy State Volleyball Championship*

**V. PUBLIC COMMENT PERIOD**

Due to COVID-19 we will be taking public comments in writing. Comments will be read into the record at the meeting. Please send all comments of 400 words or less to the Deputy Town Clerk – Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on March 1, 2021.

**VI. CONSENT**

*A. Minutes*

1. January 20, 2021 – Work Session
2. January 20, 2021 – Closed Session
3. February 1, 2021 – Regular Meeting
4. February 8, 2021 – Joint Public Hearing

*B. Finance*

1. Monthly Items
  - a. Wake County Tax Report – December 2020
  - b. Financial Report as of February 15, 2021
  - c. Budget Amendment
    - i. Ordinance 2021-54 – Appropriation of Insurance Proceeds

*C. General*

1. Quarterly Reports for Police and Parks and Recreation

## **VII. OLD BUSINESS**

### *A. Finance*

1. Non-Profit Funding Requests – FY 2022 Strategic Plan Grant Applications

### *B. Planning*

1. Sign Regulations – Ordinance 2021-55

## **VIII. BOARD COMMENTS**

## **IX. MANAGER’S REPORT**

### *A. Joint Public Hearing (3/8)*

1. Downtown Building Code Requirements
2. Rezoning clean-up
3. Conditional Zoning

### *B. March Work Session (3/17)*

1. Raleigh Merger Agreement – Second Amendment
2. Comprehensive Plan Primer – Land Use and Transportation

## **X. 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; ...”

---

# ZEBULON

---

NORTH CAROLINA

## PROCLAMATION RECOGNITION OF EAST WAKE ACADEMY STATE VOLLEYBALL CHAMPIONSHIP

**WHEREAS**, the East Wake Academy Eagles Volleyball Team is part of the North Central Athletic Conference; and

**WHEREAS**, the Eagles finished their season as co-conference Champions; and

**WHEREAS**, the Team landed a 12<sup>th</sup> overall seed for the eastern North Carolina Class A playoffs; and

**WHEREAS**, the Team had to defeat four teams on the road to advance to the State Championship; and

**WHEREAS**, the Championship was captured with a commanding 3-1 final score; and

**WHEREAS**, this is the first State Championship in East Wake Academy history;

**NOW, THEREFORE**, I Robert S. Matheny, Mayor of the Town of Zebulon recognize the East Wake Academy Volleyball Team comprised of the following members for winning their State Championship.

Ahada McCummings - Head Coach  
Gary McCummings - Assistant coach  
Ayanna Jones - Assistant Coach

Krista Brantley  
Hailey Cowan  
Sarah Heffner  
Scout King  
Kristen Seavy  
Hailey Spivey  
Eilis Thomas  
Lia Whitford

Lexi Brantley  
Gracie Eddins  
Piper King  
Grace Ray  
Rylee Sharpe  
Ginny Beth Swaim  
Sinead Thomas

---

Robert S. Matheny—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
  - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
  - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
  - (10) To view a recording released pursuant to G.S. 132-1.4A.
- (b) Repealed by Session Laws 1991, c. 694, s. 4.
- (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.
- (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**January 20, 2021**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Chris Perry-Fire, Michael Clark-Planning, Eric Vernon-Attorney

Virtual: Shannon Baxter

Mayor Matheny called the meeting to order at 2:00pm.

**APPROVAL OF AGENDA**

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

**NEW BUSINESS**

*A. Fire*

Joe Moore explained the Board was at the Wendell Falls Fire Station to hear about the internal operations and the external public engagement to aid in the design of the Town's future fire station.

Chris Perry stated the Wendell Falls Fire Station would give the Board good insight into a modern fire and EMS facility and introduced Mark Forster, Director of Design and Construction with Wake County and David Rutherford, Senior Facilities Project Manager at Wake County.

1. Tour of Wendell Falls Fire Station

Wendell Fire Chief, Brian Staples gave the Board a tour of the Wendell Falls Fire Station. Chief Staples showed the safety features of the building and measures put in place for COVID-19. The new facility featured numerous safety features such as a decontamination room and a specialty system installed in the bay that removed carcinogens and exhaust fumes and circulated clean air. Some of the highlights from the tour were the office spaces, saferoom, training room, gym and the sleeping quarters which was equipped to house 12 firefighters at a time.

NOTE: Commissioner Baxter joined the meeting via Zoom.

Chris Perry introduced Chief Wesley Hutchinson and Chief Greg Grayson who spoke about their experience in fire station planning and public engagement.

Mayor Matheny stated they needed a motion to go into closed session as permitted by NCGS 143-318.11(a) (5) for the purpose of property acquisition.

Commissioner York made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Loucks made a motion, second by Commissioner York to come out of closed session. There was no discussion and the motion passed unanimously.

**GENERAL**

*A. Zebulon Historic District*

Joe Moore explained the nomination to place more than 320 properties onto the National Register of Historic Places was independently submitted by Preservation Zebulon and Town staff needed more time to get more information. The Board was in consensus with the staff report and the proposed Resolution recommending the Board request the National Register Advisory Committee to table the nomination at least until their meeting scheduled for June 10, 2021.

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

Adopted this the 1<sup>st</sup> day of February 2021.

---

Robert S. Matheny—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk

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

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy 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 Matheny called the meeting to order at 7:00pm.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Michael Clark.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITION**

Mayor Matheny recognized student Wilmer Herrera and teacher Rebecca Cone, both from Wakelon Elementary School.

**PUBLIC COMMENT PERIOD**

Stacie Paratore read comments from Season Atkinson, Dr. Crohan, and Scott Carpenter. The comments are attached to these minutes.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the September 23, 2019 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the December 14, 2020 Joint Public Hearing. There was no discussion and the motion passed unanimously

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the January 4, 2021 meeting. There was no discussion and the motion passed unanimously.

*B. Finance*

Commissioner Clark made a motion, second by Commissioner Moore to approve the Wake County Tax Report – November 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the financial report as of January 18, 2021. There was no discussion and the motion passed unanimously.



Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-53 – Planning and Fire vehicles. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve quarterly reports for Fire, Planning and Public Works. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### *1. Zebulon Historic District – Resolution 2021-06*

Joe Moore explained an application was independently submitted by Preservation Zebulon, Inc. to place more than 320 properties located in downtown Zebulon comprising of approximately 160 acres onto the National Register of Historic Places. Joe Moore provided some background information about the National Register of Historic Places and the process for placing districts on the National Register of Historic Places. The map that Preservation Zebulon included in their application was shown. The district was mostly residential but included some commercial properties.

It was explained how Preservation Zebulon, Inc.'s meeting did not meet the requirements or intent of North Carolina's Open Meeting Law. Staff requested Preservation Zebulon withhold submitting their nomination until the National Register Advisory Committee's (NRAC) June 2021 meeting, so citizens were able to participate in a public meeting. Preservation Zebulon declined to hold their nomination, therefore it was scheduled to go before the NRAC at their February 11, 2021 meeting.

Staff was unable to prepare a fiscal or policy analysis since they were not included in the development of the nomination and did not have sufficient time to completely review but did provide a cursory overview. There was concern the expansive size of the proposed Zebulon Historic District could conflict with the Board's 2030 Strategic Plan.

There was discussion about incentives in the downtown area such as the Façade Grant Program. Some buildings in the downtown district would be excluded from incentives in the Zebulon Historic District due to being outside the boundary. An example of a business on Vance Street was shown as an example.

Citizens and property owners wanting time to learn more information about the district could object to the nomination by submitting written and notarized statements to:

State Historic Preservation Office  
Attention: National Register Coordinator  
4617 Mail Service Center  
Raleigh, NC 27601

Town Hall had notaries available to the public.

Staff recommended the Board request the National Register Advisory Committee table the nomination at least until their June 10, 2021 meeting. This would allow a more formal discussion among the district's residents and citizens through a public meeting, time for Staff to evaluate the nomination, and thorough evaluation from the Wake County Historic Preservation Commission.

Commissioner Baxter asked if the historic designation occurred would it alter how the façade grants were distributed. Staff was unsure and needed more time to understand how it would impact the policy objectives. The policy and fiscal analysis would give more details about the district.

Commissioner Baxter stated she had not met with Preservation Zebulon about their plans and progress as stated in the document submitted with their January 4, 2021 letter.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2021-06.

Mayor Matheny stated he would draft a cover letter to be sent with the Resolution to the State Historic Office.

There was no further discussion and the motion passed unanimously.

### **BOARD COMMENTS**

Commissioner York congratulated Josh Hardin and Sheila Long for completing their Parks and Recreation certification.

Commissioner Baxter was excited about the prospect of having a Zebulon Historic District, but believed it was important to have a public meeting and for Staff to perform an analysis. Commissioner Baxter thanked citizens for their recent trash pick-up efforts, and thanked Commissioner Moore and volunteers for their help with the food distribution.

Commissioner Clark stated the Resolution that was adopted giving Staff more time to review details of the Historic District would be helpful for residents to become more informed.

Commissioner Loucks thanked Town Staff for their website and social media enhancements and encouraged citizens to practice social distance, wear your mask, and wash your hands.

Mayor Matheny wanted to ensure everyone had the opportunity to be informed about the Zebulon Historic District and Staff had time to evaluate all the details involved with the district.

### **MANAGER'S REPORT**

1. Joe Moore gave some detail about the upcoming Joint Public Hearing.
2. Joe Moore requested the Board to cancel the retreat scheduled for February 18-19 due to COVID-19 restrictions. Once the retreat was rescheduled it would kick-off the new tasks of the 2030 Strategic Plan. Staff was setting up interviews with the Board to work on assembling new tasks to be identified in the Strategic Plan.

Commissioner Loucks made a motion, second by Commissioner York to amend the 2021 meeting schedule to delete the Retreat scheduled for February 18 and 19, 2021. There was no discussion and the motion passed unanimously.

3. Chris Perry recognized Commissioners Clark and Baxter for their participation in the control-burn training.

Board of Commissioners  
Minutes  
February 1, 2021

Bobby Fitts gave the following budget transfers:

Project & Property Management:

Moved \$1,405 from Travel & Training - \$1,200 to Mowing Equipment Maintenance, \$100 to Uniforms and \$105 to Insurance & Bonds

Operations:

Moved \$2,000 from Travel & Training to Vehicle Maintenance;

Moved \$1,800 from Community Recycling Day to Equipment Maintenance

Parks & Recreation:

Moved \$5,000 from Part-time Salaries (Community Center) to Grounds Maintenance

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

Adopted this the 1<sup>st</sup> day of March 2021.

---

Robert S. Matheny—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk

## Stacie Paratore

---

**From:** Season Atkinson <satkinson@tatumatkinson.com>  
**Sent:** Monday, February 1, 2021 2:52 PM  
**To:** Stacie Paratore  
**Subject:** Public Comment for the Board of Commissioners Meeting on February 1, 2021

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

### Public Comment from Season Atkinson

As an owner of a house and a downtown commercial building in the proposed Zebulon historic district, I am asking the Commissioners to oppose any resolution which seeks to delay consideration of an historic district by the National Register Advisory Committee. The primary benefit of an historic district to owners of historic homes and commercial buildings in Zebulon is their ability to use tax credits to offset the high cost of renovation of these aging structures. It seems that new subdivisions with hundreds of homes are being approved by the Board of Commissioners with expediency yet much needed relief to those who own and maintain the aging and historic structures in Zebulon is being unnecessarily delayed. Also, there appears to be a lot of confusion about whether an historic district means that some group can dictate things like what color an owner can paint their home – a historic district designation cannot dictate things like what color an owner paints their home or if an owner adds or removes features of their home. Listing of an historic district in the National Register is primarily an honorary designation. Under Federal law, owners of private property listed in the National Register are free to maintain, manage or dispose of their property as they choose. Owners have no obligation to restore or maintain their properties in a historically significant way but if they do choose to restore their properties in a historically significant way, then both state and federal tax credits may be available. The availability of these tax credits provides an incentive for business and home owners to make much needed renovations to their properties which, in turn, makes the Town of Zebulon look more beautiful and attractive to new businesses and residents. I am respectfully asking the Commissioners to allow the historic district nomination to move forward for consideration by the National Register Advisory Committee.

## Lisa Markland

---

**Subject:** FW: October 5 Meeting letter

**From:** [theadm@aol.com](mailto:theadm@aol.com) <[theadm@aol.com](mailto:theadm@aol.com)>  
**Sent:** Monday, February 1, 2021 2:29 PM  
**To:** Lisa Markland <[lmarkland@townofzebulon.org](mailto:lmarkland@townofzebulon.org)>  
**Subject:** Re: October 5 Meeting letter

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[lmarkland@townofzebulon.org](mailto:lmarkland@townofzebulon.org)

Town of Zebulon Board of Commissioners

To my fellow citizens in this meeting,

In October of last year I forwarded to you concerns regarding some of the limitations imposed upon citizens by the previous January (2020) zoning restrictions. I had specifically noted that the new rules cut into the personal expression of the use of personal property.

Since that letter I have met with several members of your assembly and I understand better the intent of the January zoning restrictions. Good people amongst your committee have related thoughts regarding how new development might negatively impact the township, if not carefully managed. This appears a reasonable and responsible cause for action on your parts.

I have also been advised that the new regulations are changing and being modified as members of this body perceive the need to not impede personal freedoms. To that goal, may I suggest that a provision be added to the new regulatory document to lessen restrictions for older homes, elder residents, and older parts of the township?

It would be reasonable for a person in their 70's to change their lifestyle and manner of living to acclimate to unanticipated health changes, even if these changes conflict with accessory structure limits. It would be wise for the Board to consider that modifications to property, that would not permit an elder's building of a pool, for cardiovascular treatment, or a greenhouse, for healthy, emotional investment, regardless of zoning codes that might contradict such a project. Sometimes, changes in life and health, warrant alterations to one's property that a youthful lifestyle did not predict.

It is also beneficial for the Board to recognize that innovation and community benefit can sometimes come from what might be eccentric behavior. Projects, initially deemed odd or different, should similarly be tolerated. Over twenty years ago, in Cary North Carolina, I modified two gasoline-driven cars into pure electric vehicles in my back yard. These passion projects elevated the possibility of an electric conversions to a substantive fact, making the possibility seem plausible to previous doubters. The conversion to EVs also promoted educational inspiration for several youth (now designing EVs in major OEMS) and provided guidance-sleds for major manufacturers to seek out feedback to better engineer vehicles (in a fashion to make them more marketable). Though at the time, there were some nay-sayers who questioned the reasonableness of the project, the Town of Cary's willingness to entertain what seems eccentric behavior resulted in a great deal of community benefit, including the EV Expo of 1996. Not letting limits of zoning restrictions tie the hands of American innovation and creativity could promote agricultural, technological, and social benefit for the Town of Zebulon that we may not yet see. We never know when one of our community might be a Wright Brother, if they are just permitted to construct a small barn on their property, in preparation for their Kitty Hawk.

Preservation of older homes might appear to be a vanity project, but when a town demonstrates flexibility in supporting both preservation and renovation of such properties, the result is a visual aesthetic that is unmatched in newer development, and a historic draw to the town for projects and tourism that cannot be recovered, once the historic structures are lost. Accommodating such expensive and time-consuming efforts has yielded benefits to encourage diversity in vision, while preserving history as a living exercise.

I hope the Board will consider revising the January 2020 Zoning regulations to be more flexible on the older parts of town, and for the older members of our community. In our efforts to not let new development efforts change us into what we do not want to become, we should be prudent to not alter the best parts of who we are.

Dr. Crohan

## Stacie Paratore

---

**From:** scarpenter44@windstream.net  
**Sent:** Monday, February 1, 2021 12:02 PM  
**To:** Stacie Paratore  
**Cc:** MaryBeth Carpenter  
**Subject:** Feb 1 Commissioner's Meeting - public comment

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please accept the following public comment for the 1 Feb 2021 Town of Zebulon Commissioner's Meeting. Kindly acknowledge your receipt of this comment.

---

Town Commissioners,

Preservation Zebulon agrees that historic preservation is important to the character and vibrancy of the Zebulon community, and that communication with the public and our elected officials throughout the historic district nomination process is critical to its success.

We invite you to attend our information session on the Zebulon Historic District that will be held virtually Wednesday, February 3, 2021 from 3-4pm, with limited in-person attendance at the Zebulon Voman's Club, 405 W. Sycamore St.

This meeting will be held to explain the National Register program and to allow questions to be answered. Members of the Town Board, staff, and the public are encouraged to attend.

For more information about the meeting, please see our website: [preservationzebulon.org](http://preservationzebulon.org)

###

Best,  
Scott and MaryBeth Carpenter  
214 E Horton St., Zebulon, NC 27597  
919-413-5083

**Zebulon  
Joint Public Hearing  
Minutes  
February 8, 2021**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Sam Slater-Attorney

Planning Board Present: Laura Johnson, Michael Germano, Jessica Luther, Gene Blount, David Lowry

Absent: Stephanie Jenkins

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

**PUBLIC HEARING**

*A. QA 2021-01 Sign Regulations*

Mayor Matheny opened the public hearing.

Michael Clark explained staff was proposing a text amendment to UDO Sections 3.5.3.E, 3.5.4.E and 5.11.9 to allow ground signs in the DTP (Downtown Periphery) and DTC (Downtown Core) districts. This would amend the maximum height of ground signs and provide clarification to the type of measurement for maximum size of a ground sign.

A local business within the Downtown Core (DTC) zoning district submitted an inquiry to install a ground sign. Staff discovered one section of the UDO permitted these signs while another section prohibited them. The proposed amendments provided a correction and the proposed amendments established maximum heights for ground signs based on the district in which they are located and clarify the type of measurement pertaining to the maximum size of the proposed ground signs.

Ground signs were defined as any free-standing sign connected to the ground.

Staff recommended approval of the text amendment.

There was discussion about vehicle visibility around signs.

Mayor Matheny asked for Table 5.11.9 to be amended to show the maximum sign face area was 36 square feet.

Commissioner Loucks asked if signs could be illuminated. Michael Clark stated signs in the DTC had to be externally illuminated only. Signs also needed to be constructed of comparable materials to the building.

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

Joint Public Hearing  
Minutes  
February 8, 2021

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

Mayor Matheny asked if anyone wished to speak in opposition. There was none.  
Mayor Matheny closed the public hearing and referred the matter to the Planning Board for their recommendation.

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

Adopted this the 1<sup>st</sup> of March 2021.

---

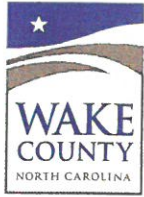
Robert S. Matheny—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk





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

TEL 919 856 6180  
FAX 919 856 5699

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

February 2, 2021

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

Dear Ms. Markland:

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

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

Sincerely,

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

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

Enclosure(s)

Tax Committee Meeting: 01/14/2021

Board of Commissioners Meeting: 02/01/2021

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

FOR: Consideration of Requests for Adjustments, Rebates, and/or Refunds of Penalties

Approved by: Kim Lorbacher

The Wake County Tax Committee has approved the following policy to recommend relief of the late listing and/or vehicle penalties when at least one of the following conditions apply:

Relief Codes:

- 1. New to North Carolina
- 2. First time listing
- 3. Previous year listing on time
- 4. Omitted item(s) from listing - Current/previous listing on time
- 5. Military Deployment
- 6. Provided proof of timely listing

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Late List Appealed	Appeal/Request Type	Recommendation	Relief Code
17277	TETHIS INC 510 INDUSTRIAL DRIVE ZEBULON NC 27597	BUSINESS PERSONAL PROPERTY ZEBULON	0006921616 2018 Not Paid	\$381.92	Late List Penalty	Granted	
17279	TETHIS INC 510 INDUSTRIAL DRIVE ZEBULON NC 27597	BUSINESS PERSONAL PROPERTY ZEBULON	0006921616 2019 Not Paid	\$5,842.85	Late List Penalty	↓	
17281	TETHIS INC 510 INDUSTRIAL DRIVE ZEBULON NC 27597	BUSINESS PERSONAL PROPERTY ZEBULON	0006921616 2020 Not Paid	\$2,764.53	Late List Penalty		

**This List Requires Board Action**

Tax Committee Members: Natasha Baldwin, City Of Raleigh  
Michelle Brooks, Town Of Cary  
Kim Lorbacher, Wake County Finance

*Marcus Kinrade*

Marcus Kinrade, Tax Administrator

Tax Committee Meeting: 01/14/2021

Approved by: Kim Lorbacher

Board of Commissioners Meeting: 02/01/2021

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

FOR: Consideration of Requests for Value/Special Situations

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Value Appealed	Appeal/Request Type	Recommendation
17283	US FOODS INC TAX DEPT #440 PO BOX 29291 PHOENIX AZ 85038-9291	BUSINESS PERSONAL PROPERTY ZEBULON	0005198526 2020 Paid in Full	\$6,693,296	Value Only	Denied

**This List Requires Board Action**

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

*M. Kinrade*

Marcus Kinrade, Tax Administrator

Board Report

Return

Date : 02/01/2021

Approved By : *Kim Fabacher*

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	LNP INC PO BOX 1128 ZEBULON NC, 27597 - 1128	0000113606- 2016- 2016- 000000	City	3,802.07	7,772.75	7,772.75
			County	3,970.68		
2	LNP INC PO BOX 1128 ZEBULON NC, 27597 - 1128	0000113606- 2017- 2017- 000000	City	3,802.07	7,868.63	7,868.63
			County	4,066.56		
3	LNP INC PO BOX 1128 ZEBULON NC, 27597 - 1128	0000113606- 2018- 2018- 000000	City	3,914.47	8,241.55	8,241.55
			County	4,327.08		
4	LNP INC PO BOX 1128 ZEBULON NC, 27597 - 1128	0000113606- 2019- 2019- 000000	City	3,914.47	8,679.95	8,679.95
			County	4,765.48		
<b>Marcus D. Kinrade</b>			Total City Rebated	15,433.08		
<b>Wake County Tax Administrator</b>			Total County Rebated	17,129.80		
<i>M.D.K.</i>			<b>Total Rebate/Refund</b>		32,562.88	32,562.88

CC:

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



Wake County Tax Administration

Rebate Details

12/01/2020 - 12/31/2020

**ZEBULON**

DATE

01/05/2021

TIME

6:10:32 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
<b>BUSINESS ACCOUNTS</b>											
773574	0.00	0.00	0.38	0.00	0.38	12/09/2020	0006150517	2020	2020	007200	DISH NETWORK LLC
772963	142.69	0.00	14.27	0.00	156.96	12/04/2020	0005344503	2020	2020	000000	REGIONAL WATERPROOFING CO INC
772777	11.59	0.00	0.00	0.00	11.59	12/02/2020	0006107776	2020	2020	007200	CANON FINANCIAL SERVICES INC
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>154.28</b>	<b>0.00</b>	<b>14.65</b>	<b>0.00</b>	<b>168.93</b>		<b>3</b>	<b>Properties Rebated</b>			
<b>BUSINESS REAL ESTATE ACCOUNTS</b>											
772481	542.72	0.00	0.00	0.00	542.72	12/01/2020	0000083118	2020	2020	000000	ZEBULON MAPLES ASSOCIATES LP
774589	3,914.47	0.00	0.00	0.00	3,914.47	12/18/2020	0000113606	2019	2019	000000	LNP INC
774588	3,914.47	0.00	0.00	0.00	3,914.47	12/18/2020	0000113606	2018	2018	000000	LNP INC
774587	3,802.07	0.00	0.00	0.00	3,802.07	12/18/2020	0000113606	2017	2017	000000	LNP INC
774586	3,802.07	0.00	0.00	0.00	3,802.07	12/18/2020	0000113606	2016	2016	000000	LNP INC
773400	632.39	0.00	0.00	0.00	632.39	12/08/2020	0000162548	2020	2020	000000	TH PROPCO LLC
772923	538.25	0.00	0.00	0.00	538.25	12/03/2020	0000211562	2020	2020	000000	JE SIKORSKI LLC
772922	399.22	0.00	0.00	0.00	399.22	12/03/2020	0000220685	2020	2020	000000	JE SIKORSKI LLC
<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b>	<b>17,545.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,545.66</b>		<b>8</b>	<b>Properties Rebated</b>			



**Wake County Tax Administration**  
 Rebate Details  
 12/01/2020 - 12/31/2020  
**ZEBULON**

DATE: 01/05/2021  
 TIME: 6:10:32 PM  
 PAGE: 2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
<b>INDIVIDUAL PROPERTY ACCOUNTS</b>											
774155	3.64	0.00	0.37	0.00	4.01	12/17/2020	0006533527	2020	2020	000000	COMFORT MASTER INC
774394	5.75	0.00	0.58	0.00	6.33	12/17/2020	0006542985	2017	2017	000000	CONGLETON, GARY LYN
774395	5.86	0.00	0.59	0.00	6.45	12/17/2020	0006542985	2018	2018	000000	CONGLETON, GARY LYN
773205	9.02	0.00	0.90	0.00	9.92	12/07/2020	0006865306	2020	2020	000000	BAKER, TIMOTHY COY
774396	5.27	0.00	0.53	0.00	5.80	12/17/2020	0006542985	2019	2019	000000	CONGLETON, GARY LYN
774397	4.41	0.00	0.44	0.00	4.85	12/17/2020	0006542985	2020	2020	000000	CONGLETON, GARY LYN
774599	107.89	30.00	10.79	0.00	148.68	12/18/2020	0006802475	2020	2020	000000	ELMMER TRANSPORT LLC

**SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS**  
 141.84    30.00    14.20    0.00    186.04    7    **Properties Rebated**

<b>INDIVIDUAL REAL ESTATE ACCOUNTS</b>											
772791	719.06	0.00	0.00	0.00	719.06	12/02/2020	0000435994	2020	2020	000000	BARBER, JERI LEA
772759	247.50	0.00	0.00	0.00	247.50	12/02/2020	0000444441	2020	2020	000000	MOORE, KAREN M
774455	346.11	0.00	0.00	0.00	346.11	12/18/2020	0000053796	2020	2020	000000	PEARCE, ANDREA CROSS
772479	666.51	0.00	0.00	0.00	666.51	12/01/2020	0000084383	2020	2020	000000	PERRY, FAYE FINCH

**SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS**  
 1,979.18    0.00    0.00    0.00    1,979.18    4    **Properties Rebated**



Wake County Tax Administration  
Rebate Details  
12/01/2020 - 12/31/2020  
ZEBULON

DATE  
01/05/2021

TIME  
6:10:32 PM

PAGE  
3

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR	OWNER TYPE
TOTAL REBATED FOR ZEBULON	19,820.96	30.00	28.85	0.00	19,879.81	22	Properties Rebated for City			




Wake County Tax Administration  
Rebate Details  
12/01/2020 - 12/31/2020  
ZEBULON

DATE 01/05/2021  
TIME 6:10:32 PM  
PAGE 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR TYPE	OWNER
<b>Grand Total:</b>	<u>419,623.75</u>	<u>1,861.25</u>	<u>1,435.61</u>	<u>0.00</u>	<u>422,920.61</u>		<u>314</u>	Properties Rebated for All Cities		



**Topic: FY 2021 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 are provided to keep the Board informed, on a monthly basis, of how revenues and expenditures are trending throughout the year. The enclosed statements are through February 15, 2021.

**Information:**

Expenditures

At 7 ½ months into Fiscal Year 2021, the Town has spent approximately 48% (~\$6,673,000) of its General Fund budget of \$14,146,125. The higher percentage of Powell Bill expenditures is a reflection of the recently completed Street Improvements paving project.

Revenues

- Property Tax (largest revenue stream)
  - + \$7,200,000 collected to date (95.0% of budgeted revenues (\$7,579,300)).
  - + 6.8% more than collected this time last fiscal year (\$6,743,457).
  - + Observations:
    - # Most of the larger taxpayers have now paid their FY 2021 taxes.
    - # Six more months of vehicle taxes will be received this fiscal year.
    - # Five of our largest taxpayers experienced a decline in personal property values (The 5.9% decline in value (\$24,900,000) resulted in an approximate decrease of \$137,000 in property tax revenue).
- Sales Tax (second largest revenue stream)
  - + Monthly comparisons (November's sales (reports lag 3-months)):
    - # \$11,275 (11.2%) more collected than last November for all sales tax.
    - # \$4,615 (10.0%) more collected than last November for "local" sales tax.
  - + Year-to-Date comparisons (sales through the first five months of the fiscal year)
    - # \$36,557 (+7.4%) more collected than at this time last for all sales tax
    - # Collections are 50% of budgeted revenues (ahead of schedule through conservative budgeting and robust sales).
- Utilities Sales Tax (5% of revenue stream): second quarterly disbursement due March 15

- Permits & Zoning
  - + \$182,963 collected to date (122% of budgeted revenues (\$150,000))
  - + 24.4% more than what was collected this time last fiscal year (\$147,052).
  - + An indication of development activity and corresponding support services.
  
- Transportation Impact Fees
  - + \$320,772 collected to date (229% of budgeted revenues (\$140,000)).
  - + 28% more than what was collected to date this time last fiscal year (\$250,207).
  - + Revenue placed in reserve for transportation projects to be spent within 10 years

**Policy Analysis: N/A**

**Financial Analysis:** Budgeted revenue is \$14,146,125 while year to date revenue collected is \$9,949,867 (70.3% of budgeted). As shown in the chart on the Revenue Statement, 73% of year to date revenues come from property taxes.

**Staff Recommendation:**

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

**Attachments:**

1. General Fund Fiscal Year 2021 Expenditure Statement and Revenue Statement (as of February 15, 2021)
2. Sales Tax – FY 2021

# ZEBULON

NORTH CAROLINA

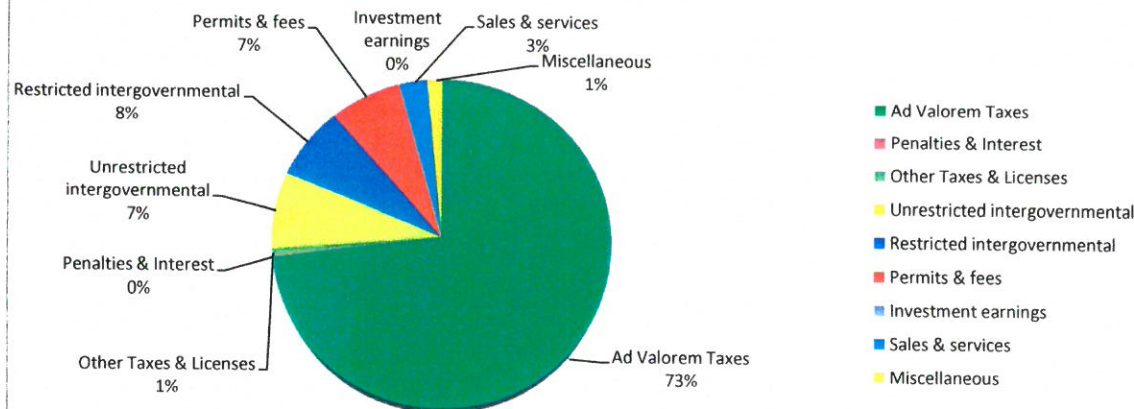
## TOWN OF ZEBULON

Revenue Statement: 2020 - 2021  
for Accounting Period 6/30/2021  
GENERAL FUND

As of 2/15/2021

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$7,623,800	\$7,261,953	95.3%	73.0%
Penalties & Interest	\$11,000	\$9,335	84.9%	0.1%
Other Taxes & Licenses	\$95,500	\$68,992	72.2%	0.7%
Unrestricted intergovernmental	\$1,742,600	\$741,942	42.6%	7.5%
Restricted intergovernmental	\$884,500	\$743,421	84.0%	7.5%
Permits & fees	\$412,500	\$703,854	170.6%	7.1%
Investment earnings	\$120,000	\$2,303	1.9%	0.0%
Sales & services	\$699,500	\$273,443	39.1%	2.7%
Miscellaneous	\$97,384	\$144,623	148.5%	1.5%
Fund Balance Appropriated	\$2,459,341	\$0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$14,146,125</b>	<b>\$9,949,867</b>	<b>70.3%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2021





TOWN OF ZEBULON  
Expenditure Statement:2020 - 2021  
for Accounting Period 6/30/2021  
GENERAL FUND

As of 2/15/2021

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$437,594	\$203,781	46.6%
420	FINANCE	\$412,250	\$209,285	50.8%
430	ADMINISTRATION	\$1,014,265	\$508,783	50.2%
490	PLANNING AND ZONING	\$911,257	\$439,554	48.2%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,228,127	\$1,028,799	46.2%
510	POLICE	\$2,683,857	\$1,443,367	53.8%
520	PUBLIC WORKS-OPERATIONS	\$2,282,858	\$1,225,111	53.7%
530	FIRE	\$2,708,024	\$1,111,987	41.1%
570	POWELL BILL	\$129,500	\$103,998	80.3%
620	PARKS & RECREATION	\$1,108,706	\$466,335	42.1%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$229,687	\$31,940	13.9%
<b>Total Expenditures</b>		<b>\$14,146,125</b>	<b>\$6,772,941</b>	<b>47.9%</b>

Sales Tax

FY 2021

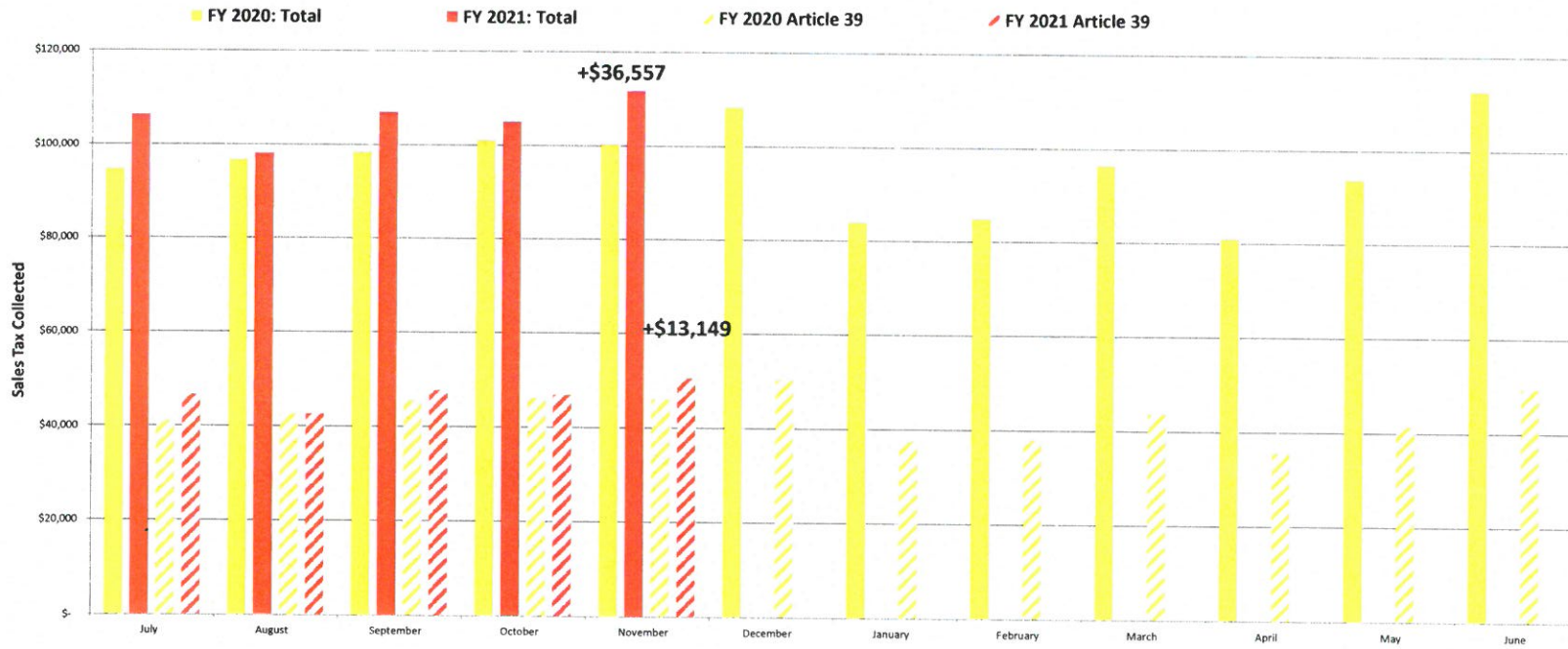
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 21 Totals	Prior Year (FY 2020)	% Inc (Dec) from Prior Yr
July	\$ 46,727	\$ 19,891	\$ 23,331	\$ (7)	\$ 16,351	\$ 106,293	\$ 94,711	12.2%
August	42,713	18,626	21,327	11	15,457	98,134	96,820	1.4%
September	47,770	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	-	-	-	-	-	-	108,478	-100.0%
January	-	-	-	-	-	-	84,115	-100.0%
February	-	-	-	-	-	-	85,027	-100.0%
March	-	-	-	-	-	-	96,647	-100.0%
April	-	-	-	-	-	-	81,112	-100.0%
May	-	-	-	-	-	-	93,940	-100.0%
June	-	-	-	-	-	-	112,742	-100.0%
<b>Total</b>	<b>\$ 234,884</b>	<b>\$ 97,774</b>	<b>\$ 117,234</b>	<b>\$ (14)</b>	<b>\$ 78,395</b>	<b>\$ 528,274</b>	<b>\$ 491,717</b>	<b>7.4%</b>

FY 2020

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 20 Totals	Prior Year (FY 2019)	% Inc (Dec) from Prior Yr
July	\$ 41,205	\$ 17,900	\$ 20,548	\$ 43	\$ 15,016	\$ 94,711	\$ 82,490	14.8%
August	42,670	18,069	21,290	1	14,791	96,820	90,393	7.1%
September	45,534	17,330	22,718	1	12,899	98,482	89,061	10.6%
October	46,223	17,994	23,069	(1)	13,920	101,205	89,671	12.9%
November	46,102	17,842	22,999	9	13,546	100,498	97,904	2.6%
December	50,451	18,922	25,168	2	13,935	108,478	104,983	3.3%
January	37,739	15,421	18,827	0	12,127	84,115	76,871	9.4%
February	38,082	15,647	18,979	0	12,318	85,027	75,834	12.1%
March	43,777	17,750	21,887	(1)	13,235	96,647	104,736	-7.7%
April	35,710	15,381	17,829	(0)	12,193	81,112	97,795	-17.1%
May	41,524	17,658	20,749	(0)	14,009	93,940	101,771	-7.7%
June	49,544	21,107	24,751	(0)	17,341	112,742	105,892	6.5%
<b>Total</b>	<b>\$ 518,561</b>	<b>\$ 211,021</b>	<b>\$ 258,812</b>	<b>\$ 54</b>	<b>\$ 165,330</b>	<b>\$ 1,153,778</b>	<b>\$ 1,117,401</b>	<b>3.3%</b>


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

# Monthly Summary of Sales Tax Collected



STAFF REPORT  
ORDINANCE 2021-54  
FIRE VEHICLE REPAIR - APPROPRIATION OF  
INSURANCE PROCEEDS  
MARCH 1, 2021

**Topic: Fire Vehicle Repair – ORDINANCE 2021-54 - Appropriation of Insurance Proceeds**

Speaker: Bobby Fitts, Finance Director (only if pulled from Consent)  
From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider appropriating insurance proceeds towards replacement of a windshield of a Fire vehicle (2016 Chevrolet Tahoe).

**Background:**

On October 8, 2020, the Town's 2016 Chevrolet Tahoe's windshield was damaged. Insurance proceeds of approximately \$290 will go towards replacement of the damaged windshield.

**Discussion:**

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward replacing this vehicle. The Board may adopt the ordinance by consent.

**Policy Analysis:**

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2021-54

**Attachments:**

1. Ordinance 2021-54

ORDINANCE 2021-54

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, 2021.

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

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$290.00	
EXPENDITURES		
Fire—Vehicle Maintenance	\$290.00	

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: March 1, 2021

Effective: March 1, 2021

\_\_\_\_\_  
Robert S. Matheny - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk



*2nd Quarter Report*

**OCTOBER - DECEMBER  
2020**

# ZEBULON POLICE DEPARTMENT





# CALLS FOR SERVICE



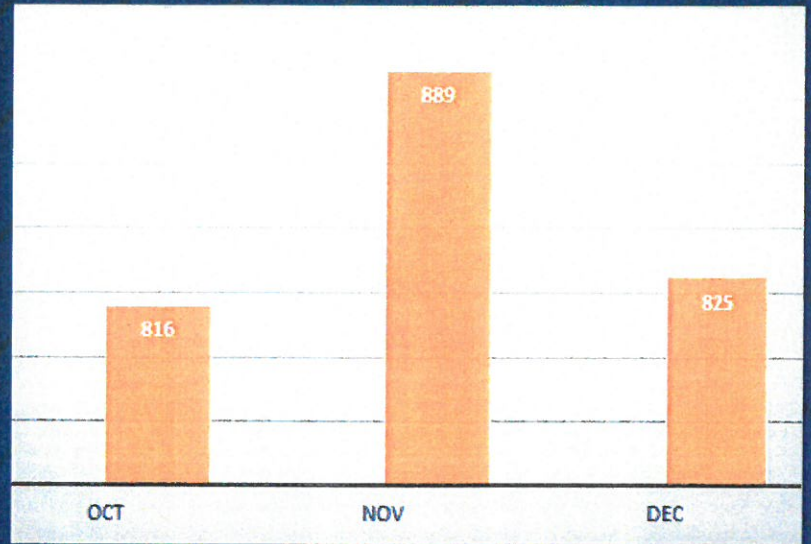
OCT: 816

NOV: 889

DEC: 825

## DECREASE IN CALL VOLUME

There was a total of 2,530 calls for the fourth quarter. This is a 7% decrease from the same quarter last year. The reduction is attributed to COVID.



# CRIME TRENDS

TYPE OF CRIME	OCT	NOV	DEC
PERSON	2	4	4
PROPERTY	25	14	10
WEAPON VIOLATIONS	1	1	0
DRUG VIOLATIONS	1	3	7
SIMPLE ASSAULT	11	15	8
DWI	1	1	2
VANDALISM	3	2	10

# K-9 STATISTICS TOTALS

Dispatched  
Calls  
110

Tracks  
4

Building  
Search  
0

Citations  
38

Assist Another  
Agency  
5

Warnings  
47

Narcotics  
Search  
9

Building  
Search  
0

Vehicle  
Search  
13



## 2Q AVERAGE RESPONSE TIMES

OCT

7:41  
MIN.

NOV

4:29  
MIN.

DEC

5:25  
MIN.

# SELF-INITIATED

---

Traffic Stops: 528

Foot Patrols: 5\*

Security Checks: 57\*

\*Moving from self reporting to evidenced reporting



## CITATIONS

---

92 ← OCTOBER → 59

107 ← NOVEMBER → 80

122 ← DECEMBER → 68

## WARNINGS

---



## SHIFTS AT MINIMUM STAFFING

---

OCTOBER: 44%  
NOVEMBER: 32%  
DECEMBER: 45%

# COMMUNITY INVOLVEMENT



## HAY DAYS

OCTOBER

A little friendly competition! Officers from the A and B Squads put their crafting abilities up against other town department's for a hay bale decorating event.



## OPERATION MED DROP

NOVEMBER

The police department partnered with Walgreen's for the National Drug Take Back Day. More than 16 pounds of expired or no longer needed medications were collected and turned over to the SBI for proper disposal.



## TRICK OR TREAT

OCTOBER

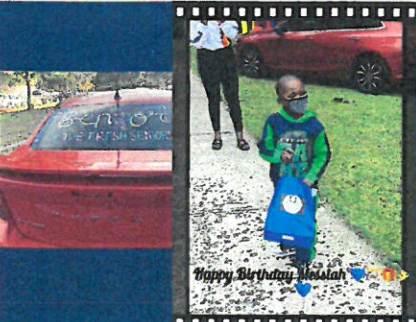
ZPD packaged hundreds of candy bags for community youth. Officers handed out candy during their regular patrols. Off duty officers came in to help make the day a little brighter for kids.



## SHOP WITH A COP

DECEMBER

WOW! TOZ was pouring out the holiday love. Nearly \$5000 in cash and gifts were donated for families in need. The PD spent all of December doling out presents to many community youth.



## BIRTHDAY PARADES & SENIOR DAY

ZPD helped celebrate special days for many different community members. Participation in parades and drive-bys helped show our support for our neighbors.

*Community Outreach/Engagement Hours*

74

**SOCIAL MEDIA STATS**

**f**

  
+372 new FB friends

  
We responded to 78 independent messages fourth quarter.

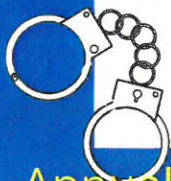



  
+19 new Twitter followers



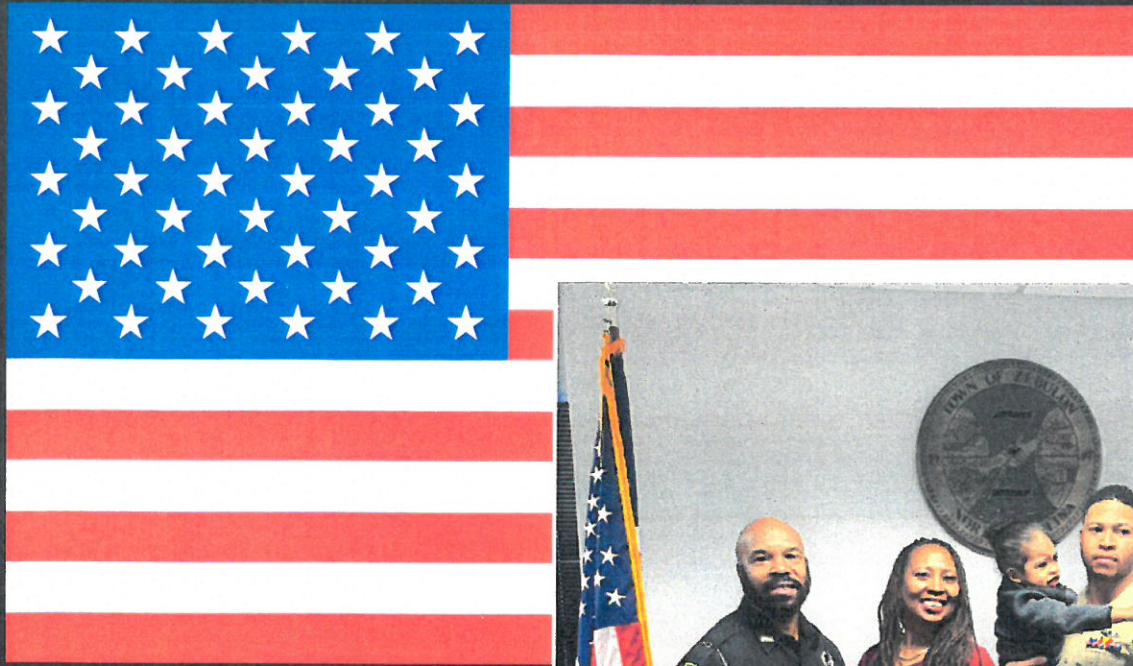
**DID YOU KNOW?**



*Our social media community has been wonderful in helping to solve crimes. Two cases were solved this quarter with help from our followers. Our most engaging posts are those that involved video surveillance. In December, the Food Lion robbery suspect's photos were seen by over 100,000 people.*

  **TRAINING**  

Annual in-service was finished and submitted to the State. All officers completed a minimum of 20 hours of online and 16 hours of classroom/scenarios based training.

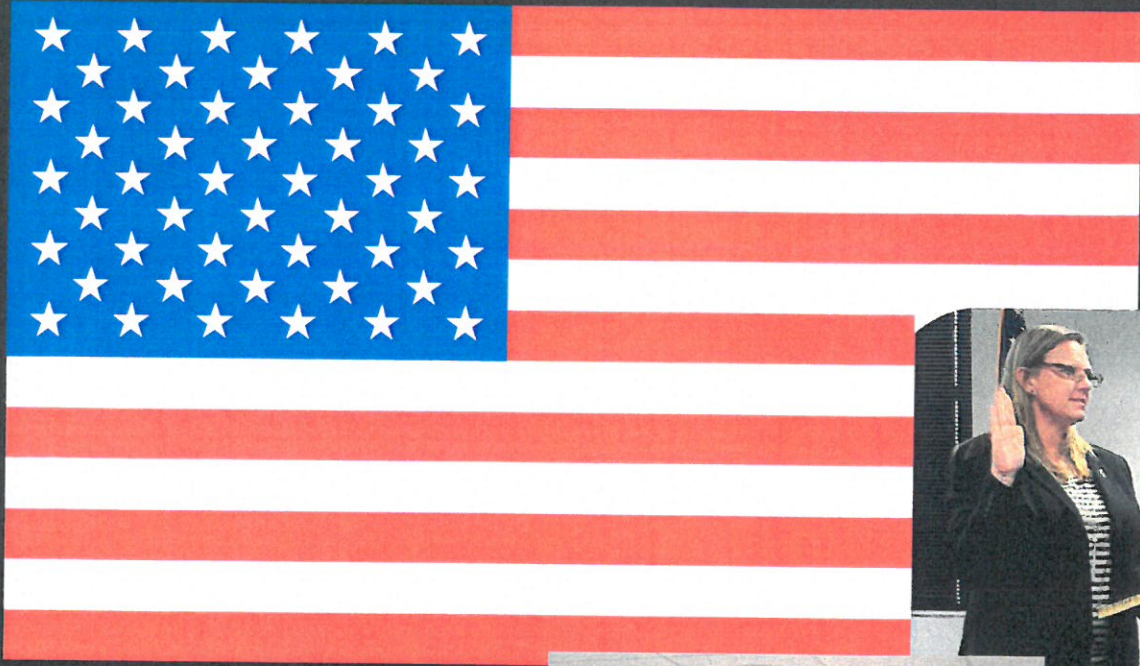


Military and Law  
Enforcement Veteran

Retirement ceremony  
held on December 31  
among family and  
friends.

**RETIREMENT**

**OFFICER NATE BROWN**



Chief Jacquie Boykin



Officer Marcella  
Abate



Officer Dustin  
Dobson and K9 Rino

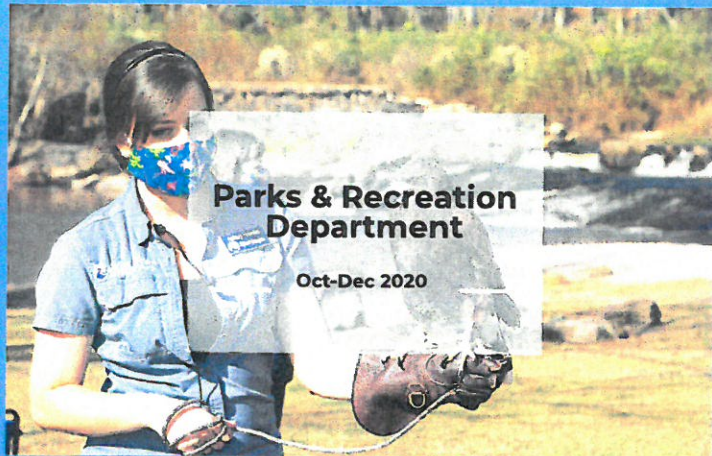
**NEW HIRES**



# ZEBULON

NORTH CAROLINA

The Zebulon Parks and Recreation Department works to enhance the lives of our citizens and visitors by providing beautiful parks, play opportunities, wellness programs, and educational opportunities.



Parks & Recreation Department

Oct-Dec 2020

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.



Small Town Life



Participants enjoyed the walking program and the fitness room at the Community Center



Participants enjoyed youth and adult art programs.



Participants enjoyed group fitness programs.



Participants enjoyed sport clinics and programs.



Participants enjoyed the fall nature program at Little River Park.

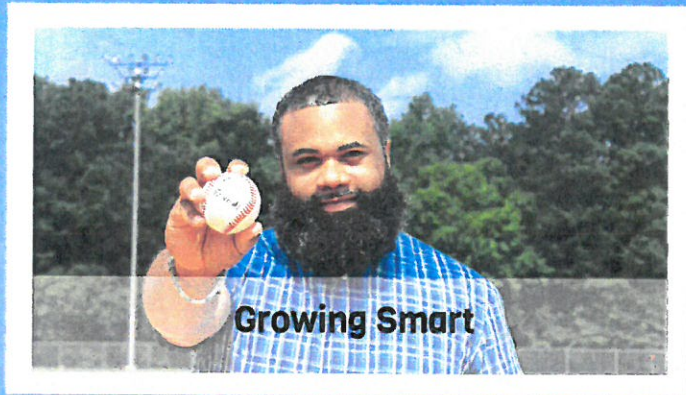
*Due to COVID-19 restrictions, types of programs offered and maximum capacity for programs continues to be very limited.*

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.



An Alley Activation project led by ZPRD and the Economic & Community Development Committee was completed. This project will enhance pedestrian connection, create a space for people to gather, and growing arts and culture.

Farm Fresh Market participants enjoyed access to local products at 2 Pop-Up Winter Markets.



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



Facebook reaches on the ZPRD page with 100 posts.



Restructured department staff to increase support to the parks operation and prepare for growth. Josh Hardin is now the Parks Manager and will maintain athletic program responsibilities.




The department has launched the towns efforts of the Public Input platform to create a community engagement and communication hub. Parks & Recreation Advisory Board Meetings are now hosted on this platform.



Continued development of the Comprehensive Parks and Recreation Master Plan.

**Topic: FY 2022 Strategic Plan Grant Applications (FY 2022 Non-Profit Funding Requests)**

Speaker: Bobby Fitts, Finance Director  
From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will hear from those who have submitted non-profit funding requests for Fiscal Year 2022.

**Background:**

The Town began the non-profit funding application process in January. Notice that the application period was open was posted through the Town's social media outlets beginning January 11, 2021. Nine applications were received by the February 8, 2021 deadline. The March Board of Commissioners meeting offers applicants the opportunity to make brief presentations describing what their organization does and how they intend to use the grant. Funding requests received this year were:

- Dew4Him Ministries, Inc.
- East Wake Education Foundation
- The Family Violence Prevention Center, Inc.; dba InterAct
- Miss Zebulon Organization
- Preservation Zebulon
- Share His Glory
- Shepherd's Care Medical Clinic
- Zebulon United Methodist Church Food Pantry
- Go The Extra Mile

**Information:**

There is no discussion before the Board. This is an opportunity for applicants to describe their organization and how their efforts could support the goals of the Zebulon 2030 Strategic Plan.

**Policy Analysis:** An analysis will be done at a later date for each group and they will be scored on four questions/categories:

- Is this typically a local government function?
- Does this support or supplement a Town of Zebulon service?
- Does this support a community need identified by resolution or policy?
- Does this support or supplement a Town of Zebulon focus area and if so, which one?

**Staff Recommendation:**

No staff recommendation is being made nor is Board action necessary at this time.

**Attachments:**

1. Resolution 2020-07
2. Dew4Him Ministries Inc. non-profit application
3. East Wake Education Foundation non-profit application
4. The Family Violence Prevention Center, Inc.; dba InterAct non-profit application
5. Miss Zebulon Organization non-profit application
6. Preservation Zebulon non-profit application
7. Share His Glory non-profit application
8. Shepherd's Care Medical Clinic non-profit application
9. Zebulon United Methodist Church Food Pantry non-profit application
10. Go The Extra Mile non-profit application

**RESOLUTION 2020-07  
NON-PROFIT FUNDING POLICY**

**1.0 PURPOSE:**

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations. The Town of Zebulon wishes to contribute to the efforts of these organizations when their focus areas align with those of the *Town of Zebulon Vision 2030 Strategic Plan*.

**2.0 POLICY STATEMENT:**

The Town of Zebulon is committed to providing financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens. Non-profit agencies should also focus on one or more of the Town of Zebulon's focus areas defined in the Strategic Plan. The focus areas and priority goals within those areas are:

- ***Focus area 1: 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.
  - ***Goal:*** Revitalize downtown Zebulon
  - ***Goal:*** Develop events, entertainment, and cultural attractions to draw people downtown
  
- ***Focus area 2: 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.
  - ***Goal:*** Promote more community events and festivals
  - ***Goal:*** Enhance and create more community gathering places
  - ***Goal:*** Increase the connectedness and walkability in the community
  
- ***Focus area 3: 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
  - ***Goal:*** Plan for appropriate land use to meet transportation and housing needs
  - ***Goal:*** Pursue economic development opportunities with our community partners
  - ***Goal:*** Maintain appropriate staffing to support expected service levels for the growing community

**3.0 NON-PROFIT AGENCY ELIGIBILITY FOR TOWN FUNDS:**

It shall be the policy of the Town of Zebulon to consider providing assistance to non-profit agencies meeting the criteria detailed below.

**3.1 Eligibility Requirements**

All non-profits shall verify their non-profit status by submitting an IRS tax exempt letter confirming 501(c)(3) status, and IRS 990 form and a current solicitation license from the North Carolina Secretary of State (or if exempt, the exemption letter). Additionally, non-profit organizations must not have their revenue suspended by the North Carolina Secretary of State or have overdue federal or state taxes.

### **3.2 Accountability**

Non-profits agencies shall adhere to accountability standards set by the Town Manager and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

Complying with all financial requirements including the submission of financial statements or audits as specified by the contract.

Complying with program performance measurement requirements including quarterly reports to the Board of Commissioners.

### **3.3 Funding Eligibility**

A non-profit agency must have operated for two years by December 31 of the year preceding the application deadline.

Non-profit agencies may not use a third party arrangement to meet requirements for eligibility.

Only one application per agency will be considered each year.

Grants are for operating costs. The Town will not fund the purchase, maintenance, or repair of capital assets in excess of \$5,000.

### **3.4 Use of Funds**

Application must identify what project or program will use funds.

Application must identify and explain how project or program meets one of the goals of the Strategic Plan.

## **4.0 FUNDING APPLICATION PROCEDURE:**

### **4.1 Application Timeline**

- The application will be available on the Town of Zebulon website ([www.townofzebulon.org](http://www.townofzebulon.org)) the first business day of the calendar year.
- Completed applications must be returned to the Finance Department no later than the date indicated in the public notice. Applications received after the published deadline will be deemed ineligible for that year.
- All applicants must appear and make a brief presentation at the March Board of Commissioners meeting (1<sup>st</sup> Monday of every March).

### **4.2 Application Requirements**

- A completed and signed application is required, along with all required documentation by the advertised deadline.

### **4.3 Funding Award**

- Requests for funding will be handled as part of the annual budget process.
- Town staff will provide analysis to assist the Board of Commissioners with how the applicant aligns with the Town's focus areas and goals.

- The Board of Commissioners will approve final funding for non-profits when the Annual Budget is adopted.
- Applicants will be notified of final funding no later than June 30<sup>th</sup>.
- The total amount of funding available for award to all non-profit organizations shall not exceed \$5,000 for any fiscal year, with no more than \$1,000 awarded to any single non-profit organization.
- Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. In the event funds are not used as indicated, the full amount of funding will be required to be returned to the Town.
- Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.

## **5.0 GRANT REPORTING AND MONITORING**

Each funded agency must present a report to the Board of Commissioners at a Regular Council meeting. Each agency shall also provide a written report documenting funds received and spent. Funded agencies who do not report will not be eligible for consideration of Town grants in the next fiscal year.

## **6.0 EXCEPTIONS**

Other non-profit entities may receive funding at the Board of Commissioners discretion. The Board may consider other factors such as:

- Does it promote an established Town initiative?
- Does the entity provide a public purpose outside the Town's focus areas?
- Does the entity have a substantial presence in the community?
- Does the entity have a proven track record over time of contributions to the benefit of the Town, its institutions and citizens?
- Does the entity stimulate or encourage community participation in non-profit activities?

This policy replaces Resolution 2008-27 adopted December 3, 2007.

This policy shall remain in effect until such time as amended by the Board of Commissioners.

Adopted this the 6<sup>th</sup> day of January, 2020  
Effective this the 6<sup>th</sup> day of January, 2020

---

Robert S. Matheny – Mayor

SEAL

---

Lisa M. Markland, CMC – Town Clerk

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2020-2021

GENERAL INFORMATION

Date: January 26, 2021

Agency/Organization Name: <i>Dew4Him Ministries</i>		
Mailing Address: <i>PO Box 2019</i>		
City: <i>Wendell</i>	State: <i>NC</i>	Zip Code: <i>27591</i>
Physical Address (if different from mailing): <i>229 North Arendell Ave, Zebulon, NC 27597</i>		
Primary Contact & Title: <i>Jane S. Wolfe, Executive Director</i>		
Phone Number: <i>919-646-0034</i>	Fax Number: <i>n/a</i>	
Email Address: <i>jane@dew4him.org</i>	Website: <i>www.dew4him.org</i>	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: <i>15 years</i>
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update to the Board at their December 2019 meeting (see Certification)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5) List your organization's Mission Statement: <i>Dew4Him's mission is to come alongside women who are struggling so they will heal and grow.</i>
6) Describe the service or project your organization intends to apply this grant towards: <i>In 2021, Dew4Him is focusing on our change groups where we see God truly create lasting change in the lives of the women we serve. Change Groups are intimate and transformative small group environments where we walk with women to help them identify and break the cycle of unhealthy and self-destructive behaviors. Groups are facilitated weekly for six months and include a maximum of six women.</i>
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: <a href="http://www.Zebulon2030.com">www.Zebulon2030.com</a> ) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? <i>One of the goals of the Small Town Life is to increase the connectedness of the community. People who are struggling with self-destructive behaviors are unhealthy, isolated and often suffer from addiction. Our aim is that women would flourish. When women in our community flourish, families flourish; when families flourish, our community becomes a safe, connected, friendly town.</i>



9) How many Zebulon citizens do you serve annually? <small>~75 as well as drawing people from the entire 5 county area</small>
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? <i>We will be launching our first Outcomes Measurement Program. This program includes a participant assessment and a metric dashboard that our leadership team reviews. The assessment collects participant change information across (5) well-being traits: Financial &amp; Community Health, Emotional &amp; Mental Health, Purpose &amp; Self-Worth, Relationship Health, and Spiritual Health.</i>
Annual budget: \$ 203,695.00 ; % Administration 10.15%
Sources of revenue for annual budget (by amount and %): Grants: 5.74%, Individuals & Businesses: 49.09%, Churches: 2.45%, Dew Over Decor, 5.89%, Fundraising: 19.64%, Program Donations: 4.91%; In-Kind Donations: 12.27%

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$1000.00
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): n/a

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 2 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.  
If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 7, 2020 @ 7:00; Monday, March 1, 2021 @ 7:00.*

Signature: <i>Jane S. Wolfe</i>
Print Name & Title: Jane S. Wolfe, Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 10, 2020**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 28 2011

DEW4HIM MINISTRIES INC  
C/O JANE S WOLFE  
114 MATTOX ST  
WENDELL, NC 27591

Employer Identification Number:  
01-0868044  
DLN:  
17053158302011  
Contact Person:  
JOHN J KOESTER ID# 31364  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 30, 2004  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

DEW4HIM MINISTRIES INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is written in a cursive style with a prominent initial "L".

Lois G. Lerner  
Director, Exempt Organizations

Enclosure: Publication 4221-PC

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION		Date: 2/3/2021
Agency/Organization Name: East Wake Education Foundation		
Mailing Address: PO Box 1404		
City: Wendell	State: NC	Zip Code: 27591
Physical Address (if different from mailing): 16 East Fourth Street		
Primary Contact & Title: Executive Director		
Phone Number: 919-366-5901	Fax Number: 919-366-5905	
Email Address: swhite@eastwakeeducationfoundation.org	Website: WWW.eastwakeeducationfoundation.org	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 28 years
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certificaton)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No We presented at the March 2020 Board Meeting
5) List your organization's Mission Statement: See Attached
6) Describe the service or project your organization intends to apply this grant towards: <div style="text-align: right;">See Attached</div>
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? <div style="text-align: right;">See Attached</div>

9) How many Zebulon citizens do you serve annually? 20% of the children we serve are from Zebulon
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? See Attached
Annual budget: \$90,305 ; % Administration 20%
Sources of revenue for annual budget (by amount and %): Contributions, Gifts, & Grants: \$72,564 (80%) Fundraising Events: \$12,200 (14%) Rent and Sales Tax Return: \$5,541 (6%)

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$1,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature: See attachment for signature
Print Name & Title: Shannon White, Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

9) How many Zebulon citizens do you serve annually? 20% of the children we serve are from Zebulon
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? See Attached
Annual budget: \$90,305 ; % Administration 20%
Sources of revenue for annual budget (by amount and %): Contributions, Gifts, & Grants: \$72,564 (80%) Fundraising Events: \$12,200 (14%) Rent and Sales Tax Return: \$5,541 (6%)

**REQUEST INFORMATION**

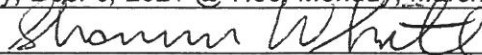
Amount requested from Town of Zebulon: \$1,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature: 
Print Name & Title: Shannon White, Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

5) List your organization's Mission Statement:

The mission of East Wake Education Foundation is to ensure every child arrives school age healthy and ready to succeed. This mission statement was adopted when EWEF was first established in 1993. In a meeting with the principals of eastern Wake County Schools it was made clear that they felt the greatest need in our area was early childhood education. The principals' concern was children arriving school age not equipped with the basic skills needed to be successful. EWEF accepted the recommendation and made it our mission.

6) Describe the service or project your organization intends to apply this grant towards:

EWEF offers equitable access to all families with children birth to five in eastern Wake County by offering free preschool services without registration. We are open Monday thru Thursday from 9am to 12pm. Our program offers flexibility for families with a drop-in structure. We are asking for funding for our F.A.C.E.S (Family and Children Enrichment Services) program, held in our resource center. Our normal day includes play-based learning. Children experience free play, music and movement, story time, and activities that are math, science, social and emotional themed learning. Our space looks like most daycares with individual centers (dramatic play, science, manipulatives, blocks, reading, etc.). Each center has a theme with learning activities. EWEF offers families a library where they can check out books and learning materials. Each morning younger children enjoy free play in our resource center from 9:30 to 10 while free preschool classes are offered to participating 3-5-year old's. Children participate in circle time, calendar activities, weather, letter and number recognition, handwriting, cutting, etc. Our teacher uses three evidence-based curriculums when planning and implementing her lessons. All of her lesson plans are patterned to strengthen the skills that Wake County Public Schools use when evaluating to determine a child's readiness to begin school.

Due to Covid-19 we stopped meeting face to face with our families in mid-March 2020 and began delivering our program via virtual learning. We are currently offering the following programs virtually.

**Preschool Program- 3-5yr old Sept-May**

During our call we will focus on circle time, calendar activities, weather, letter and number recognition, handwriting, cutting, etc.

**Zoom Meetings-** Tuesdays at 10:30

During our call we will focus on music, story time, Be Active Kids, and a theme related activity.

**Facebook-** We will continue to post activities daily that are theme related. Each week we will touch on math, language, social skills, science, and art. We will also have story times on Mon and Wed at 10am

**Parent Sessions-** We will be having a few parent seminars via Zoom. One session was offered last Fall and one is being offered in February, and in the spring. Parents will be led by our parent seminar certified staff member, Brooke Atkins, to learn Triple P (Positive Parenting Program) techniques.

8) How does this service or project accomplish a goal within the checked Focus Area?

EWEF Offers free preschool services to Zebulon's youngest citizens and their parents or caregivers. Even though we are not located within town limits we are 5 miles away and offer free programs that are not currently offered in Zebulon. EWEF is a safe family friendly facility that allows parents to connect with neighbors and other community members. In past years we have had visits from Baxter Bees, Zebulon Police Departments K9, and Tryon Family Dentistry. We also participate in Super Hero Days held each spring at Whitley Park. Our monthly calendar includes activities and events happening in Zebulon as a way for us to connect families to activities happening in the area. Our resource center is a place for Zebulon preschool children and their parents or caregivers to gather with daily activities that enhance early childhood learning for children and parent education for adults. Zebulon is represented in our board of directors with three of our members being Zebulon residents.

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?

In the last year we have obtained a grant that has allowed us to purchase software to help us collect more complete data. Our new system allows parents to fill out a form online before their first visit. This online form allows us to gather information such as; contact information, ethnicity, income, age, town and county of residence, etc. We will also be able to track number of children served daily and frequency of visits with our new system. Parents are also asked to fill out surveys several times a year which allows us to get feedback on whether or not our program is serving their family as a whole. Data collected from these areas allows us to measure the growth, success, and effectiveness of our program. Teachers will also measure growth of the students attending our preschool program by conducting evaluations of the students at the beginning and end of the year.



Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: January 13, 2003

Person to Contact:  
Ms. Benson #31-07273  
Contact Representative  
Toll Free Telephone Number:  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
56-1825860

East Wake Education Foundation  
P.O. Box 1404  
Wendell, NC 27591

Dear Madam:

This is in response to your telephone request regarding your organization's tax exempt status.

Our records indicate that a determination letter issued in July 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

		Date: February 5, 2021
Agency/Organization Name: <b>The Family Violence Prevention Center, Inc. DBA. InterAct</b>		
Mailing Address: 1012 Oberlin Road, Suite 100		
City: Raleigh	State: NC	Zip Code: 27605
Physical Address (if different from mailing):		
Primary Contact & Title: <b>Allison Strickland, Interim Co-Exec. Dir. &amp; Chief Development Officer</b>		
Phone Number: 919-274-3589	Fax Number: 919-828-8304	
Email Address: <b>grantsmanager@interactofwake.org</b>	Website: <b>www.interactofwake.org</b>	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 43
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4A) If no, skip to Question 5, otherwise indicate amount of funding: \$1,000 4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certification)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>We sincerely regret limitations due to COVID-19 health protocols restricted staff availability for public meetings. We look forward to another opportunity this year to share our impact and have included statements that describe our activities and clients served FY 19-20.</i>
5) List your organization's Mission Statement:  Dedicated to ending the cycle of domestic and sexual violence in Wake County, InterAct saves lives, rebuilds lives, and secures safer futures for victims and survivors and their families.
6) Describe the service or project your organization intends to apply this grant towards:  InterAct is a private, non-profit agency that provides safety, support and awareness for victims and survivors of domestic violence and sexual assault from all areas in Wake County. Individuals and families struggling with abuse can access our 24/7/365 crisis intervention services and continue their healing towards safe, self-sufficient, stable lives through the long-term supports we provide in collaboration with many collaborative partners. InterAct also promotes violence-free relationships and communities through collaboration, public information, education, and advocacy.  The goal of our programs is to empower victims of domestic/sexual violence to regain their self-sufficiency and live safe, productive lives. InterAct respectfully requests the Town of Zebulon's support to provide the following services to Zebulon residents.

Services to save lives:

-Crisis Lines: Victims can access us with secure digital tools and with language translations as needed to receive crisis counseling, plan for their immediate safety, and connect to wraparound services.

-Emergency Shelter: A non-congregate residential program for victims and their children who work with counselors to build self-sustaining, violence-free lives. Nationally an average of 50% of victims leaving a domestic violence shelter program return to their abuser, InterAct is proud to say that more than 85% of our shelter participants have not returned, but gone on to safe, stable living.

-Solace Center: Provides sexual assault victims with specialized nursing care, forensic evidence collection and InterAct's full continuum of services.

-Court Advocacy: Helps victims navigate complicated legal processes. Victims can also complete and file a petition for an order of protection, video-conference with a judge and receive a temporary order of protection via InterAct.

Services to rebuild lives:

-Individual/Group Counseling: Victims receive one-on-one counseling and participate in one or more of 14 specialized support groups.

-Personal and Economic Empowerment Program: Victims meet with a case manager and design individualized goals - from accessing mental health and substance abuse counseling to achieving self-sufficiency by finding housing and employment.

Services to secure safer futures:

-Community Awareness: InterAct staff provide outreach and education to thousands of community members.

-Youth Education Services: Provide violence prevention and early intervention curriculum to benefit students in grades 3-12.

-Children's Services: Provide individual counseling, support groups and child trauma assessments ensuring brighter futures for families.

Last year, InterAct served nearly 30,000 adults and children – 6,807 of whom were direct victims of domestic and/or sexual violence. At least 40 victim clients reported residence in the Town of Zebulon, a figure that is likely to significantly underestimate the number served from the community because many clients do not disclose personal information due to safety concerns.

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?:

(Ref: [www.Zebulon2030.com](http://www.Zebulon2030.com))

Small-Town Life     Vibrant Downtown     Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area?

InterAct's domestic violence and sexual assault crisis response, intervention, and prevention services contribute to Focus Area 2: Small Town Life by "...helping to make Zebulon a safe, connected, and... family friendly town" We'd all like to believe that our community is exempt from domestic and sexual violence, but the truth is, according to the CDC, 1 in 4 women and 1 in 10 men will be the victim of physical violence, sexual violence or stalking by an intimate partner in their lifetime. Our confidential and accessible services, sustained and even expanded this past year with virtual and digital tools, are free and available 24/7/365 to all who seek information and support.

9) How many Zebulon citizens do you serve annually?

Last year, even with the many challenges related to the pandemic in the fourth quarter, InterAct served at least 40 victim clients who reported residence in the Town of Zebulon. This figure is likely to significantly underestimate the number served from the community because many clients do not disclose personal information due to safety concerns. We expect many more Zebulon community members who we are not able to track visited our website, accessed information materials placed in public areas (library, Eastern Wake Services Center) and we likely reached many students and families who benefitted from information distributed to Wake County Public Schools educators. In FY 2019-2020 InterAct served a total of 6,807 unduplicated clients in Wake County and reached at least an additional 22,644 through community engagement and outreach activities.

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?

As a result of services received from InterAct between July 1, 2021 and June 30, 2022:

- At least 85% of victims/survivors who complete surveys will be better able to plan for their safety;
- At least 85% of victims/survivors who complete surveys will know more about community resources available;
- At least 85% of victims/survivors who complete surveys will feel less isolated because of the support received from InterAct.

Annual budget: \$ 6,827,884.56 ; 11 % Administration

Sources of revenue for annual budget (by amount and %):

Support and Revenue		%
Individual & Individual Foundations	1,133,000.00	16.6
Private Foundations	154,500.00	2.3
Corporate & Corporate Foundations	875,500.00	12.8
Community Groups/Events	51,500.00	0.8
Government Grants & Contracts	4,127,199.43	60.4
Contracted Services Revenue	-	
United Way of the Greater Triangle-Allocation	18,540.00	0.3
United Way-Designated	5,150.00	0.1
<b>Total Contributions</b>	<b>6,365,389.43</b>	
Collaborative Partners Leases	184,395.13	2.7
<b>Total In Kind Revenue</b>	<b>133,900.00</b>	<b>2</b>

Total Thrift Store Sales	66,950.00	1	
Total Other Revenue	77,250.00	1	
<b>Total Support and Revenue</b>	<b>6,827,884.56</b>	<b>100</b>	

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: \$ 1,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

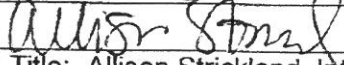
Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?

X Yes We would appreciate a virtual opportunity if available. Thank you.  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature: 
Print Name & Title: Allison Strickland, InterAct Interim Co-Executive Dir. & Chief Development

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**



ATLANTA GA 39901-0001

In reply refer to: 0752446520  
Mar. 17, 2014 LTR 4168C 0  
58-1320613 000000 00  
00021265  
BODC: TE

THE FAMILY VIOLENCE PREVENTION  
CENTER INC  
DBA INTERACT  
1012 OBERLIN RD STE 100  
RALEIGH NC 27605-3130



031050

Employer Identification Number: 58-1320613  
Person to Contact: TEGE  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 06, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 1978.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

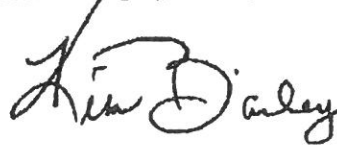
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752446520  
Mar. 17, 2014 LTR 4168C 0  
58-1320613 000000 00  
00021266

THE FAMILY VIOLENCE PREVENTION  
CENTER INC  
DBA INTERACT  
1012 OBERLIN RD STE 100  
RALEIGH NC 27605-3130

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Kim D. Bailey". The signature is written in black ink and is positioned above the typed name and title.

Kim D. Bailey  
Operations Manager, AM Operations 3

1 TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

Date: 1/13/2021

Agency/Organization Name: Miss Zebulon Organization		
Mailing Address: PO Box 982		
City: Zebulon	State: NC	Zip Code: 27597
Physical Address (if different from mailing):		
Primary Contact & Title: Tracy Alford & Franklin Finch (Co-Executive Directors)		
Phone Number: (T) 919-369-8592 (F) 919-815-5902		Fax Number:
Email Address: misszebulonorganization@gmail.com		Website: www.misszebulon.org

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 4
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4A) If no, skip to Question 5, otherwise indicate amount of funding: 4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certificaton)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5) List your organization's Mission Statement: Our program exists to provide a unique opportunity for young ladies to gain valuable community service experiences as well as life skills. The competition is intended to encourage and reward scholastic achievement and scholarships.



6) Describe the service or project your organization intends to apply this grant towards: Towards our 2021-2022 Scholarship Awards

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: [www.Zebulon2030.com](http://www.Zebulon2030.com))

Small-Town Life     Vibrant Downtown     Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area? Having two young ladies represent our town all over our state with Miss Zebulon draped across their chest, lends itself to many opportunities to promote connectedness to our community. Our title holders have held events at both the Community Center and at The Boys and Girls Club to raise funds and awareness as leaders in our community. They have attended and supported ribbon cuttings for new businesses as well as walked the downtown streets to visit businesses to thank them for their support. They took part in the winter wonderland spectacular by doing face tattoos and taking pictures with the community.

9) How many Zebulon citizens do you serve annually? Children/Young Women ages 6-25

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? As a part of the Miss NC Organization, we are required to offer scholarships of a certain amount, depending on years in service. We are required to show payment to a 504 plan or a university to show that the payment has been made for scholastic purposes.

Annual budget:    \$6,000    ; % Administration 0

Sources of revenue for annual budget (by amount and %):  
Donations and Fundraisers

### REQUEST INFORMATION

Amount requested from Town of Zebulon: \$500

Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

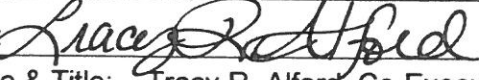
Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature:



Print Name & Title: Tracy R. Alford, Co-Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon                      Attn:**

**Bobby Fitts                      1003 N Arendell**

**Avenue                      Zebulon, NC 27597**

[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan? .
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

FEB 07 2019

MISS ZEBULON ORGANIZATION  
PO BOX 982  
ZEBULON, NC 27597-0000

Employer Identification Number:  
82-0822172  
DLN:  
26053667001048  
Contact Person:  
PETER A ORLETT ID# 31436  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
September 13, 2018  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

MISS ZEBULON ORGANIZATION

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

Date: Feb. 1, 2021

Agency/Organization Name: Preservation Zebulon Inc.		
Mailing Address: 214 E. Horton St.		
City: Zebulon	State: NC	Zip Code: 27597
Physical Address (if different from mailing):		
Primary Contact & Title: MaryBeth Carpenter, Executive Director		
Phone Number: 919-741-2317	Fax Number: N/A	
Email Address: Marybeth@preservationzebulon.org	Website: http://preservationzebulon.org	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 4
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4A) If no, skip to Question 5, otherwise indicate amount of funding: \$1,000
4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certificaton)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Presented in writing
5) Mission: Preservation Zebulon advocates for the preservation of historic buildings and landscapes that embody important elements of the history and culture of Zebulon and promotes their conservation for the enrichment of residents and businesses.
6) Describe the service or project your organization intends to apply this grant towards: We ask the Town to support our operations during this coming fiscal year.

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: [www.Zebulon2030.com](http://www.Zebulon2030.com))

Small-Town Life     Vibrant Downtown     Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area?

Small Town Life and Vibrant Downtown– Our historic downtown walking tours promote downtown’s history and cultural significance. Our Historic House tours will draw people to Zebulon to see these restored structures. Our Zebulon Memory Project captures pre-1980 photos and stories from long-time residents to record and educate people about our past.

Growing Smart – Our proposed National Register historic district will allow businesses and houses which contribute to the district to receive tax credits for restoration of their structures, which helps revitalize the area and increases economic development opportunities.

9) How many Zebulon citizens do you serve annually? 750

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? Metrics include number of people attending the historic house tours, number of volunteers, and number of structures open for tours, people attending our events (Walking tours, annual meeting, Memory Project presentations (220) and the launch of Historic House Tours in Fall 2021 (300 expected). Other numbers include unique households receiving our educational newsletter (200) and Facebook followers (2,900) for our events and Zebulon Memory Project stories, and annual website traffic (2,000).

Annual budget: \$22,500 ; % Administration 0

Sources of revenue for annual budget (by amount and %):

Memberships	\$5,310	23%
Events	\$9,950	44%
Grants	\$5,500	24%
Donations	\$2,250	9%

## REQUEST INFORMATION

Amount requested from Town of Zebulon: \$1,000

Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): Wakelon Town Hall for one Saturday event in Fall 2021

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

### Certification

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature: 

Print Name & Title: MaryBeth Carpenter, Executive Director

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon                      Attn:**  
**Bobby Fitts                      1003 N Arendell**  
**Avenue                      Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 16 2017

PRESERVATION ZEBULON  
214 E HORTON STREET  
ZEBULON, NC 27957-0000

Employer Identification Number:  
81-5112597  
DIN:  
26053441003347  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
November 18, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



PRESERVATION ZEBULON

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

7

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

Date: 2-5-2021

Agency/Organization Name: <i>Share His Glory</i>		
Mailing Address: <i>3 Olde Tavern Dr.</i>		
City: <i>Wendell</i>	State: <i>NC</i>	Zip Code: <i>27591</i>
Physical Address (if different from mailing):		
Primary Contact & Title: <i>CEO / President Roger Brantley</i>		
Phone Number: <i>252-314-1457</i>	Fax Number:	
Email Address: <i>whitleysjourney@aol.com</i>	Website: <i>www.sharehisglory.com</i>	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: <i>3 years</i>
4) Did your organization receive funding from the Town of Zebulon last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>The Covid-19 levels was high in the community.</i>
5) List your organization's Mission Statement: <i>To enrich the lives of children and their families during adversities by providing a comprehensive range of support services, programs, activities, and opportunities in Eastern Wake County.</i>
6) Describe the service or project your organization intends to apply this grant towards: <i>We will volunteer and educate with our youth to families at the Boys &amp; Girls Club.</i>
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input checked="" type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area? <i>Volunteers will focus on informing families of resources in the town of Zebulon and enhance making the Boys &amp; Girls Club another gathering place.</i>

9) How many Zebulon citizens do you serve annually? <i>67,860 food 11,232 resources</i>
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?
Annual budget: <i>40,000</i> ; % Administration <i>10%</i>
Sources of revenue for annual budget (by amount and %): <i>All funding is by donations 50% grants 20% and fundraisers 30%</i>

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: <i>\$1000.00</i>
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): <i>already have location</i>

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.  
If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature: <i>Roger Brantley</i>
Print Name & Title: <i>Roger Brantley CEO / President</i>

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

# Share

# His

# Glory

## Mission Statement

To enrich the lives of children and their families during adversities by providing a comprehensive range of support services, programs, activities, and opportunities in Eastern Wake County.

Establish: July 2018

By: Roger Brantley

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 19 2019**

SHARE HIS GLORY  
3 OLDE TAVERN DR  
WENDELL, NC 27591

Employer Identification Number:  
83-1162861  
DLN:  
29053183316009  
Contact Person:  
SHAYLA U BAKER ID# 17252  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
July 12, 2018  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SHARE HIS GLORY

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-01-01 and ending 2019-12-31

B Check if available

- Terminated for Business  
 Gross receipts are normally \$50,000 or less

C Name of Organization: SHARE HIS GLORY

3 Olde Tavern Drive,  
Wendell, NC, US, 27591

D Employee Identification  
Number 83-1162861

E Website:

[www.sharehislglory.com](http://www.sharehislglory.com)

F Name of Principal Officer: Roger Brantley

3 Olde Tavern Drive,  
Wendell, NC, US, 27591

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

## Report of 2020's grant for \$500.00

Share His Glory was rewarded \$500.00 from the Town of Zebulon on August 28<sup>th</sup> through the mail. We were excited that the town had awarded this amount to continue our work in the community. Share His Glory used half the funding to help fund for extra food in the brown bag lunches on Saturdays with flyers about staying safe during the pandemic. Our youth continued to volunteer in the community during the pandemic by giving the lunches to families in Zebulon. We used the other \$250.00 to help provide Christmas for families in Zebulon in partnership with the Zebulon Community Center, Zebulon Police, and Walmart in Zebulon. Volunteers separated the toys by age and packed each family's gifts in bags for families to pick up separately outside with protective masks. Thank you for the award and I hope we will be considered for the next award.

Share His Glory Secretary,  
Sophia Williams



TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

Date: February 4, 2021

Agency/Organization Name: Shepherd's Care Medical Clinic		
Mailing Address: 1303 Water Plant Road		
City: Zebulon	State: NC	Zip Code: 27597
Physical Address (if different from mailing):		
Primary Contact & Title: Regina Harrell, CEO		
Phone Number: 919-823-1618	Fax Number: 919-375-4150	
Email Address: reginah@shepherdscaresclinic.com	Website: www.shepherdscaresclinic.com	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence: 10
4) Did your organization receive funding from the Town of Zebulon last year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No
5) List your organization's Mission Statement:  Our mission at Shepherd's Care Medical Clinic is simple: delivering compassionate healthcare to uninsured and underinsured adults, one person at a time.
6) Describe the service or project your organization intends to apply this grant towards:  Shepherd's Care Medical Clinic (SCMC) will use grant funds to provide the following services for the uninsured: primary care, behavioral health, nutritional counseling, prescription assistance, specialist referrals, food distribution.
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input checked="" type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area?  As stated earlier, SCMC is a primary care clinic that serves the uninsured and underinsured. The Town of Zebulon (2020) reports median income \$53,676 with 16% of persons living below the poverty line. As the COVID-19 pandemic continues, there is an anticipated increase in the number of uninsured people. Also, research shows that the town of Zebulon continues to experience an influx of people moving to the area. With such growth, there comes increased need for healthcare. The services that SCMC provides meets the Grow Smart focus area by addressing the need for maintaining appropriate staffing to support expected service levels for this growing community.

9) How many Zebulon citizens do you serve annually? 127
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? # of unduplicated patients, patient demographics, service utilization rates, patient encounters, clinic expenditures
Annual budget: \$390,640 ; % Administration 38% other admin costs 72% payroll
Sources of revenue for annual budget (by amount and %): Public Grants 38%; Public Contributions/Donations 6%; Program Income 51%; Miscellaneous Income 5%

**REQUEST INFORMATION**

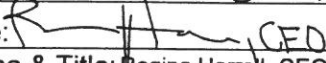
Amount requested from Town of Zebulon: \$1,000
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs): N/A

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.*

Signature:  CEO
Print Name & Title: Regina Harrell, CEO

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:

**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 02 2009

SHEPHERDS CARE MEDICAL CLINIC  
C/O LEONA DONER  
16230 BUFFALO RD  
WENDELL, NC 27591-7343

Employer Identification Number:  
26-2757593  
DLN:  
17053068015049  
Contact Person:  
CARLY D YOUNG ID# 31494  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 22, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2020-2021

GENERAL INFORMATION		Date:
Agency/Organization Name:		
Mailing Address:		
City:	State:	Zip Code:
Physical Address (if different from mailing):		
Primary Contact & Title:		
Phone Number:	Fax Number:	
Email Address:	Website:	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence:
4) Did your organization receive funding from the Town of Zebulon last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update to the Board at their December 2019 meeting (see Certificaton)? <input type="checkbox"/> Yes <input type="checkbox"/> No
5) List your organization's Mission Statement:
6) Describe the service or project your organization intends to apply this grant towards:
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: <a href="http://www.Zebulon2030.com">www.Zebulon2030.com</a> ) <input type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area?

9) How many Zebulon citizens do you serve annually?
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?
Annual budget: _____ ; % Administration
Sources of revenue for annual budget (by amount and %):

**REQUEST INFORMATION**


Amount requested from Town of Zebulon:
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 2 @ 7:00 PM?  Yes  No

**Certification**

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.*

*If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 7, 2020 @ 7:00; Monday, March 1, 2021 @ 7:00.*

Signature: 
Print Name & Title: <i>Shannon Baxter ZUMC Food Pantry Food Hub Coordinator</i>

**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 10, 2020**

Please return your application to:  
**Town of Zebulon**  
**Attn: Bobby Fitts**  
**1003 N Arendell Avenue**  
**Zebulon, NC 27597**  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**

February 8, 2021

Zebulon United Methodist Church Food Pantry

114 W Sycamore Street, Zebulon, NC 27597

Bob Russo, Coordinator

772-360-8739 [russobobsue@bellsouth.net](mailto:russobobsue@bellsouth.net) [www.zumchurch.org](http://www.zumchurch.org)

1. Yes (see attached)
2. Yes, the Board of Directors consists of non-paid volunteers
3. 11 years
4. No, the Food Pantry did not receive funding in 2020 from the Town Of Zebulon.
5. Knowing that God has blessed us to be a blessing, the Zebulon United Methodist Church Food Pantry serves as a vehicle to share the abundance God has showered on us with those in need in our community. It is our intention that recipients not only receive food for their physical hunger, but generous portions of kindness and grace to feed their spiritual and emotional hunger. We advocate dignity and justice for all people, standing with those in need, and we are committed to serving their needs.
6. This grant will allow the Pantry to purchase food to distribute to the community.
7. The Food Pantry fits both into the 'Small-Town Life' Focus Area as well as the 'Grow Smart' Focus Area.
8. The Food Pantry, serving clients who struggle with food insecurity, allows members of the community to engage with each other through volunteerism, growing bonds between people and fostering compassion, both qualities of Small Town Life. The Food Pantry also ticks the box of 'Growing Smart' as recognizing and ministering to the needs of the community helps the community maintain safety while making sure that members of the community aren't struggling.
9. From March of 2020 through January of 2021, the Food Pantry, operating with the Food Hub and the Children's Feeding Program (both of which fall under the Food Pantry) has served over 29,000 people.
10. Our service goal is to feed as many people as possible throughout the year. Receipts from food purchases can be submitted to the Board for review. The Food Pantry relies solely upon donations and does not have a budget. We partner with Northside Compassion Project, Panera and Food Lion Eats, accepting donations of food for distribution to the community. The more we receive in donations, the more we are able to serve our clients. Food Pantry Staff are all volunteers.

\$1,000 is requested from the Town Of Zebulon.

Someone will be available to present at the Monday, March 1<sup>st</sup> Board of Commissioners Meeting.

Department of the Treasury

Internal Revenue Service

Washington, DC 20224

Date:

OCT 18 1974

In reply refer to:

T:MS:EO:R:1-2



DO 36 EIN 36-2167731

Council on Finance and Administration of the United Methodist Church, a/k/a the United Methodist Church and Its Affiliated Organizations  
1200 Davis Street  
Evanston, Illinois 60201

Attention: R. Bryan Brawner

Dear Applicant:

This refers to the information submitted for use in determining your status and the status of your affiliated religious organizations, on the list you submitted, as being exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

For the purposes of this group ruling, your affiliated religious organizations include The General Conference, Judicial Council; General Agencies, Commissions, Committees, their divisions and departments thereof, and other related organizations; Jurisdictional Conferences and Affiliated Agencies, Commissions, and other organizations; Annual Conferences and divisions and departments thereof; Annual Conference Agencies, Commissions, Committees, and affiliated organization; Local Churches and Local Church Agencies, Commissions, Committees, and other affiliated organizations.

Based on the information supplied, we rule that you and your affiliated religious organizations, on the list you submitted, are exempt from Federal income tax under section 501(c)(3) of the Code.

We have further determined that you and the affiliated religious organizations you operate, supervise, or control, and which are covered by your notification to us, are not private foundations within the meaning of section 509(a) of the Code, because you and your affiliated religious organizations are organizations described in sections 170(b)(1)(A)(i) and 509(a)(1) of the Code.

Council on Finance and Administration of the  
United Methodist Church, a/k/a the United  
Methodist Church and Its Affiliated Organiza-  
tions

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, they are not automatically exempt from other Federal excise taxes.

You and your affiliated religious organizations are not required to file the Return for Organizations Exempt From Income Tax, Form 990, as you come within the exception contained in section 6033(a)(2)(A)(i) of the Code.

You and your affiliated religious organizations are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you or your affiliated religious organizations are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities, or those of your affiliated religious organizations, is unrelated trade or business as defined in section 513 of the Code.

You and your affiliated religious organizations are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You and your affiliated religious organizations are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Donors may deduct contributions to you and to your affiliated religious organizations as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for your use, or to or for the use of your affiliated religious organizations, are deductible for Federal estate and gift tax purposes under section 2055, 2106, and 2522 of the Code.

If you change your purposes, character, or method of operation, please let your key District Director know so he may consider the effect on your exempt status. Also, please keep him informed of any changes in your name or address.



Council on Finance and Administration of the  
United Methodist Church, a/k/a the United  
Methodist Church and Its Affiliated Organiza-  
tions

You should advise each of your affiliated religious or-  
ganizations of the provisions of this ruling, including the  
requirements for filing Federal tax returns.

Each year, within 45 days after the close of your  
annual accounting period, please send the following to the  
Director, Internal Revenue Service Center, 11601 Roosevelt  
Boulevard, Philadelphia, Pennsylvania 19155, Attention: EOR  
Branch:

1. A statement describing any changes during  
the year in the purposes, character, or  
method of operation of your affiliated  
religious organizations.
2. Lists of the names, mailing addresses, in-  
cluding Postal Zip Codes and employer  
identification numbers, of your affiliated  
religious organizations that during the year:
  - a. changed names or addresses;
  - b. were deleted from your roster; or
  - c. were added to the roster.
3. For affiliated religious organizations to  
be added attach:
  - a. a statement that the information  
upon which your present group  
exemption letter is based applies;
  - b. a statement that each has given you  
written authorization to add its  
name to the roster;
  - c. a list of those to which the Ser-  
vice previously issued exemption  
rulings or determination letters; and
  - d. a statement that none of the  
affiliated religious organization  
are private foundations as defined  
in section 509(a) of the Code.

Council on Finance and Administration of the  
United Methodist Church, a/k/a the United  
Methodist Church and Its Affiliated Organiza-  
tions

4. If applicable, a statement that your group exemption roster did not change during the year.

This ruling supersedes our ruling letter of November 20, 1945. In addition, this ruling letter supersedes our group exemption letters to your affiliated Annual Conferences and Conferences and to the individual determination or ruling letters issued to your affiliated churches and other affiliated religious organization.

Please be sure to enter your employer identification number on all your tax returns and in your correspondence with the Internal Revenue Service.

This ruling is not applicable to your affiliated foreign religious organizations.

The key District Director, Internal Revenue Service, Chicago, Illinois, which is your key district for exempt organization matters, will be furnished a copy of this letter. Please keep this ruling in your permanent records.

Thank you for your cooperation.

Sincerely yours,

*Milton Cerny*  
Milton Cerny  
Chief, Rulings Section 1  
Exempt Organizations Branch

TOWN OF ZEBULON  
NON-PROFIT ORGANIZATION  
FUNDING APPLICATION  
FISCAL YEAR 2021-2022

GENERAL INFORMATION

Date: 2-04-2021

Agency/Organization Name: GO THE EXTRA MILE

Mailing Address: 615 STRATFORD DRIVE

City: Zebulon

State: NC

Zip Code: 27597

Physical Address (if different from mailing):

Primary Contact & Title: ARLANDA MILES

Phone Number: 919 798 2009

Fax Number: 919 375

Email Address: goextramile76@gmail.com

Website:

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization?  Yes  No. If "Yes", please attach a copy of your IRS tax-exempt designation.

2) Does your Board of Directors consist of non-paid volunteers?  Yes  No

3) Number of years organization has been in existence: 2

4) Did your organization receive funding from the Town of Zebulon last year?  Yes  No

4A) If no, skip to Question 5, otherwise indicate amount of funding:

4B) If yes, did you provide an update for the Board at their December 2020 meeting (see Certification)?  Yes  No

5) List your organization's Mission Statement: Go the extra mile: TO improve and reach families in the Zebulon Area in need of food and clothing resources.

6) Describe the service or project your organization intends to apply this grant towards: TO provide the proper equipment need to help the mission run more efficiently.

7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com)

Small-Town Life  Vibrant Downtown  Grow Smart

8) How does this service or project accomplish a goal within the checked Focus Area?

Help bring the community together by hosting food drives and clothing resources.

gotheextramile76@gmail.com

9) How many Zebulon citizens do you serve annually? ~~200~~ 1200

10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need? *The amount of people we services.*

Annual budget: *28,000* ; % Administration

Sources of revenue for annual budget (by amount and %): *100% donations*

**REQUEST INFORMATION**

Amount requested from Town of Zebulon: *\$1,000*

Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 1 @ 7:00 PM?  Yes  No

**Certification**

We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.

If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 6, 2021 @ 7:00; Monday, March 7, 2022 @ 7:00.

Signature: *Arlanda M Miles*

Print Name & Title: *Arlanda M Miles* *Chairman*

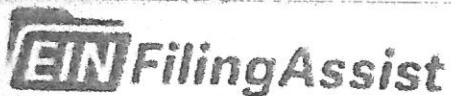
**APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 8, 2021**

Please return your application to:  
 Town of Zebulon  
 Attn: Bobby Fitts  
 1003 N Arendell Avenue  
 Zebulon, NC 27597  
[rfitts@townofzebulon.org](mailto:rfitts@townofzebulon.org)

**STAFF ONLY**

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

**Attachment: Resolution 2020-07**



Registration Number  
1202412

Hi Arlanda,

Congratulations on your new EIN for NON-PROFIT-ORGANIZATION! Here are the details of your order.

Please note the IRS confirmation of your EIN is attached for your records.

Entity Name: NON-PROFIT-ORGANIZATION

Entity Name: Go The Extra Mile

EIN: 85-2529025

Now that you have your new EIN you can do the following and so much more.

- 1. Hire employees
- 2. Open a business bank account
- 3. Buy an existing business
- 4. Create a business

**Is there anything else I need to know?**

It can take up to 2 weeks for your EIN to become part of the permanent IRS database. You may need to wait to perform the functions below.

- 1. Make an electronic payment
- 2. File an electronic tax return
- 3. Qualify for an IRS Taxpayer Identification Number (TIN) matching program.

This part of our journey may be over, but it's not the end. Please keep this email for your records and reach out to us in the future with any questions you may have any other questions please contact us at [support@einfilingassist.com](mailto:support@einfilingassist.com)

Thank You,

EIN Filing Assist Customer Support Team [support@einfilingassist.com](mailto:support@einfilingassist.com)

1-877-7


EIN Filing Assist.com is an application assistance and filing service that acts as a Third Party

https://www.einfilingassist.com/.../07104227dc23c08new-pfs&search=pf&permthid=thread-f13A1675026221017129031&mp=mp-f13A1675026221017129031



STAFF REPORT  
ORDINANCE 2021-55  
AMENDMENT TO SIGN REGULATIONS  
MARCH 1, 2021

**Topic: ORDINANCE 2021-55, QA 2021-01 Amendment to Sign Regulations**

Speaker: Michael J. Clark, AICP, CZO, Planning Director  
From: Michael J. Clark, AICP, CZO, Planning Director  
Prepared by: Michael J. Clark, AICP, CZO, Planning Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider a staff-initiated text amendment to the UDO to allow ground signs in the Downtown Periphery (DTP) and Downtown Core (DTC) Zoning Districts and to amend the maximum height of ground signs.

**Background:**

A local business within the Downtown Core (DTC) zoning district submitted an inquiry to install a ground sign. During this review it was discovered that one section of the UDO permitted these signs while another section said that they were prohibited. The proposed amendments provide a correction to this conflict. Furthermore, the proposed amendments would establish maximum heights for ground signs based on the district in which they are located, and clarify the type of measurement pertaining to the maximum size of the proposed ground signs.

**Discussion:**

The discussion before the Board of Commissioners is whether to approve the proposed text amendments as amended at the February 8, 2021 Planning Board Meeting.

**Policy Analysis:**

The proposed text amendments would further the Town's effort to have a vibrant downtown as indicated in the 2030 Strategic Plan by permitting signage where appropriate and regulating the height of ground signs differently based on zoning district.

**Financial Analysis:**

The proposed text amendment is unlikely to have a financial impact for the Town.

**Planning Board Recommendation:**

Following the February 8, 2021 Joint Public Hearing, the Planning Board unanimously recommended approval of the proposed text amendment with the modification to include square feet in two sections of Table 5.11.9 for clarification finding that the request is consistent with Section 2.2.20.G of the UDO.

**Staff Recommendation:**

Staff recommends approval of the proposed text amendment by adopting Ordinance 2021-55. The following motion may be used:

STAFF REPORT  
ORDINANCE 2021-55  
AMENDMENT TO SIGN REGULATIONS  
MARCH 1, 2021

*I hereby move to adopt Ordinance 2021-55 finding that the proposed text amendments, as amended at the February 8, 2021 Planning Board Meeting, finding that the proposed request meets the standards of Section 2.2.20.G of the Town of Zebulon Unified Development Ordinance, other approved plans, and the 2030 Strategic Plan.*

**Attachments:**

1. Ordinance 2021-55

**ORDINANCE 2021-55  
AMENDMENT TO 3.5.3, 3.5.4 and Table 5.11.9  
SIGN REGULATIONS**


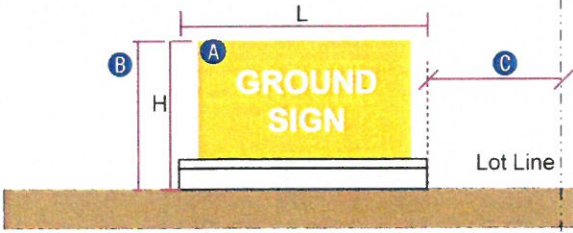
**SECTION 3.5.3**

E. DISTRICT-SPECIFIC STANDARDS
...
<p><b>5. SIGNAGE</b> Signage types shall be limited to wall signs, window signs, projecting signs, <u>ground signs</u>, and suspended signs in accordance with Section 5.11, Signage.</p>
...

**SECTION 3.5.4**

E. DISTRICT-SPECIFIC STANDARDS
...
<p><b>5. SIGNAGE</b> Signage types shall be limited to wall signs, window signs, projecting signs, <u>ground signs</u>, and suspended signs in accordance with Section 5.11, Signage.</p>
...

**TABLE 5.11.9: SIGN STANDARDS BY SIGN TYPE**

E. GROUND SIGNS	
	<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li><b>A</b> Maximum Sign Face Area = 36 <u>Sq.Ft.</u></li> <li><b>B</b> 6' Max. Height in Residential District; 15' in Mixed-Use and Commercial Districts</li> <li><b>C</b> 5' Minimum Setback from Lot Line</li> </ul> <div style="text-align: center;">  </div>



<b>1. DEFINITION</b>	Any sign, other than a pole sign, that is attached directly to the ground by means of a supporting system comprised of a solid pedestal, or other bracing system where there is no open space between the bottom of the sign face area and the ground. Ground signs are configured so that the base of the sign support structure is at least as wide as the sign face area. Ground signs may also be referred to as "pedestal" signs or "monument" signs. Any sign with an opening between the bottom of the sign's face area and ground or where the sign face area is wider than the sign support structure shall be considered as a pole or "freestanding" sign, which are prohibited. Ground signs are not mounted to a building wall, and are not located within a street right-of-way.					
<b>2. WHERE PERMITTED</b>	<b>Residential</b>	<b>OI</b>	<b>NC</b>	<b>GC &amp; HC</b>	<b>DTC &amp; DTP</b>	<b>LI, CI, HI</b>
	Yes	Yes	Yes	Yes	Yes	No
<b>3. DIMENSIONAL STANDARDS</b>						
Maximum Number of Ground Signs Per Lot	1 [1]					
Maximum Height	6 feet for lots in residential districts; 15 feet for lots in mixed-use and commercial districts [2] [3] [4]					
Maximum Height [2] [3] [4]	<b>Residential</b>	<b>OI</b>	<b>NC</b>	<b>GC &amp; HC</b>	<b>DTC &amp; DTP</b>	<b>LI, CI, HI</b>
	3 feet	4 feet	4 feet	6 feet	3 feet	15 feet
Maximum Sign Face Area [5]	36 Square Feet					
Minimum Setback from any Lot Line	5 feet [6]					
Minimum Separation between Ground Signs on Adjacent Lots	50 feet [7]					

Formatted: Font: Futura Lt BT, 9 pt

Formatted: Font: Futura Lt BT, 9 pt

Adopted this the 1<sup>st</sup> day of March 2021.

\_\_\_\_\_  
Robert S. Matheny – Mayor

SEAL

\_\_\_\_\_  
Lisa M. Markland, CMC – Town Clerk