

**ZEBULON
BOARD OF COMMISSIONERS
WORK SESSION
AGENDA
September 18, 2019
7:00pm**

I. APPROVAL OF AGENDA

II. NEW BUSINESS

A. Planning

1. Non-Profit Funding Policy Amendments
2. Unified Development Ordinance

III. MANAGER'S REPORT



STAFF REPORT
NON-PROFIT FUNDING POLICY AMENDMENTS
SEPTEMBER 18, 2019

Topic: Non-profit funding Policy Amendments

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts

Speaker: Bobby Fitts

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

Executive Summary:

The Board will consider amending the Non-profit Funding Policy.

Background:

The Non-profit Funding Policy was adopted in November 2007. The existing policy allows total annual appropriation of \$5,000 with a maximum amount of \$1,000 to any single group. On average, we are receiving 10-12 requests for funding in recent years. Almost all groups request the maximum of \$1,000. The Town has funded 5-6 groups \$500 - \$1,000 each in recent years.

Discussion:

The Board will discuss whether to amend the Non-profit Funding policy as proposed.

Policy Analysis

The amended Non-profit Funding Policy promotes and directs non-profit organizations to help meet the goals of the Zebulon 2030 Strategic Plan.

Fiscal Impact

The policy allows for \$5,000 total and \$1,000 maximum individual grants each fiscal year.

Staff Recommendation:

No staff recommendation. Worksessions are for policy discussion.

Attachments:

1. Non-profit Funding Policy - Amended

RESOLUTION 2020-XX
NON-PROFIT FUNDING POLICY (Proposed)

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**

1. A non-profit agency must have operated for two years by December 31 of the year preceding the application deadline.
2. Non-profit agencies may not use a third party arrangement to meet requirements for eligibility.
3. Only one application per agency will be considered each year.
4. Grants are for operating costs. The Town will not fund the purchase, maintenance, or repair or capital assets in excess of \$5,000.

- **3.4 Use of Funds**

1. Application must identify what project or program will use funds.
2. 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) 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 (1st 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 30th.
- 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 that 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. This report will provide a summary of how the funds were used and how the associated program or project furthered a goal of the Strategic Plan. Funded agencies who do not report will not be eligible for consideration of Town grants in the next fiscal year.

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

Adopted this the XX day of October 2019
Effective this the XX day of October 2019

Robert S. Matheny – Mayor

SEAL

Lisa M. Markland, CMC – Town Clerk



STAFF REPORT
DRAFT UNIFIED DEVELOPMENT ORDINANCE
SEPTEMBER 18, 2019

Topic: Draft Unified Development Ordinance

From: Michael J. Clark, AICP, CZO, Planning Director
Prepared by: Michael J. Clark, AICP, CZO, Planning Director
Speaker: Introducing Chad Meadows, AICP, of Code Wright Planners
Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a draft of the Unified Development Ordinance (UDO).

Background:

The UDO will unify our development related Code of Ordinances into a single coherent and consolidated document, and allow for consistency amongst multiple regulations.

Discussion:

The Board will discuss the final draft of the UDO.

Policy Analysis:

The UDO will establish Zebulon's development guidelines to meet the goals of the Zebulon 2030 Strategic Plan.

Fiscal Analysis:

The UDO will influence the cost to develop land, which will require Town services as the Zebulon extends its boundaries.

Staff Recommendation:

N/A, work sessions are for policy discussion.

Attachments:

1. PowerPoint highlighting topics and overview (delivered at the work session)
2. Draft UDO (delivered at the work session)