
AGENDA
TOWN COUNCIL OF THE TOWN OF TARBORO, NC
REGULAR MEETING HELD AT 7:00 PM, MONDAY, NOVEMBER 9,
2020
IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC

1. MEETING CALLED TO ORDER BY THE MAYOR

PLEASE TURN CELL PHONES OFF

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

5. REQUESTS AND PETITIONS OF CITIZENS

(Five minute time limit per person)

6. REPORTS OF BOARDS AND COMMISSIONS

(1) The Planning Director will present the Planning Board Report.

7. TOWN MANAGERS RECOMMENDATIONS

Consent Items

- (1) Approve minutes of the October 12, 2020 regular meeting.
- (2) 2020 Tax Levy Adjustment
- (3) Tax Collector's Report

Action Items

- (4) CDBG-NR Contract for Services
- (5) Budget Amendment - Coronavirus Relief Funds (CRF)
- (6) Budget Amendment - Focus Services Generator Project
- (7) Employee Classification and Pay Plan Update
- (8) Disposition of Town-owned Property - Confederate Monument

8. OTHER REPORTS

- A. Town Manager
- B. Town Attorney
- C. Council Members

9. ADJOURNMENT

PLANNING BOARD AND ZONING COMMISSION

REPORT TO COUNCIL

NOVEMBER 9, 2020

The Planning Board and Zoning Commission submits the following report to the Town Council for consideration and action in connection with matters reviewed at the Board's October 19, 2020 regular meeting.

I. MATTERS FOR CONSIDERATION

A. Zoning Map Amendment 20-01 – RD (Rural Development) to GR-5

The Board has received an application from C.B. Daughtridge to rezone 24 acres located at the intersection of East Northern Boulevard and Heath Lane from RD (Rural Development) to GR-5 (General Residential-5).

The Planning Board recommends that Council call for and hold a public hearing to approve the Zoning Map Amendment as presented.

B. Zoning Map Amendment 20-02 – GR-5 to GR-3 (behind Belvedere Subdivision)

The Board has received an application from the Tarboro Town Council to rezone 29.12 acres located North of Beechwood Drive and West of NC Hwy 33 from GR-5 (General Residential-5) to GR-3 (General Residential-3).

The Planning Board recommends that Council call for and hold a public hearing to approve the Zoning Map Amendment as presented.

C. Zoning Map Amendment 20-03 – GR-5 to GR-3 (Forest Acres Subdivision)

The Board has received an application from the Tarboro Town Council to rezone the entirety of Forest Acres Subdivision Sections I, II, IV from GR-5 (General Residential-5) to GR-3 (General Residential-3).

The Planning Board recommends that Council call for and hold a public hearing to approve the Zoning Map Amendment as presented.

Respectfully submitted,

Catherine Grimm
Secretary

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, OCTOBER 12, 2020 IN
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

MEMBERS PRESENT

Councilman Woodard, Mayor Pro Tem
Councilman Taylor
Councilman Burnette
Councilman Brown
Councilman Jenkins
Councilmember Jordan
Councilmember Bynum
Councilman Mayo

MEMBERS ABSENT

Mayor Pitt

ALSO PRESENT

Troy Lewis, Town Manager
Angie Braswell, Assistant Town Clerk
Chad Hinton, Town Attorney

1. MEETING CALLED TO ORDER BY THE MAYOR

2. INVOCATION

Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Agenda approved as presented.

Deborah Jordan made a motion, which was seconded by Sabrina Bynum and , Motion.

5. REQUESTS AND PETITIONS OF CITIZENS

None.

6. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Consent Items approved as presented.

Leo Taylor made a motion, which was seconded by John Jenkins and , Motion.

(1) Approve minutes of the September 14, 2020 regular meeting.

(2) 2020 Tax Levy Adjustment

- (3) 2019 Tax Levy Adjustment
- (4) 2018 Tax Levy Adjustment
- (5) 2017 Tax Levy Adjustment
- (6) Taxes – Charge Off of Uncollectible Personal Taxes – 2010 Tax Levy
- (7) Tax Collector's Report

Action Items

(8) Zoning Map Amendment

Councilmember Bynum made a motion, seconded by Councilman Jenkins that Council authorize staff to initiate a Zoning Map amendment request to change the property **behind** Belvedere Subdivision from GR-5 to GR-3.

An amended motion was made to change the **entire** Belvedere Subdivision, motion passed.

Council authorized staff to initiate a Zoning Map amendment request to change the Belvedere Subdivision from GR-5 to GR-3 to be consistent with adjacent property zoning.

Tate Mayo made a motion, which was seconded by John Jenkins and Passed, Motion.

(9) Tarboro River Bandits - Lease and Concession Agreement

Council adopted the Lease and Concession Agreement for the 2021 Tarboro River Bandits Season.

Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion.

(10) Resolution to Withdraw Dedication of Unconstructed Long Street

Council adopted the resolution as presented and called for a public hearing. John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

(11) Disposition of Town-owned Property - Confederate Monument

Councilman Burnette made a motion, which was seconded by Councilmember Bynum that Council authorize staff to seek and accept proposals for relocation of the Confederate Monument with a deadline of November 2, 2020 to allow for placement on the November 9, 2020 Town Council Meeting Agenda for action. Motion died.

Councilman Taylor made a substitute motion, seconded by Councilman Jenkins that Council place stipulations on the process to included the Monument staying in Edgecombe County, no cost to the Town of Tarboro and awarded to an organization or private individual with public access. Motion died due to a tie vote. Councilmembers Taylor, Mayo, Woodard and Jenkins voted for the motion. Councilmembers Bynum, Brown, Jordan and Burnette voted against the motion.

Councilman Brown made a motion, which was seconded by Councilmember Jordan to send letters to non-profit organizations giving 90 days for a response. Motion died due to a tie vote. Councilmembers Brown, Jordan, Burnette and Woodard voted for the motion. Councilmembers Bynum, Jenkins, Mayo and Taylor voted against the motion.

No action taken at this time.

(12) Appointment for October - Citizens Advisory Recreation Committee

Council re-appointed the following individuals:

Adrian Brown - Ward 1
George Whitehurst - Ward 3
Dwayne Owens - Ward 4
Mears Pitt - Ward 5
Ricky Phillips - Ward 7
Rick Mann - Ward 8
Al Braxton - At Large

Council appointed the following individuals:

Jarvis Pettaway - Ward 2
Karl Joyner - Ward 6

Leo Taylor made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

(13) Appointment for October - Edgecombe County Tourism Development Authority

Council re-appointed June Leland, C.B. Brown and Rosena Ricks to fill the three expired terms.

Leo Taylor made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

(14) Appointment for October - Parking Authority

Council appointed Linda Knight to fill the expired term.

Deborah Jordan made a motion, which was seconded by Leo Taylor and Passed, Motion.

(15) Appointment for October - Planning Board and Zoning Commission

Council re-appointed the following individuals:

Donald Caudle
Daniel Crandol

Council appointed the following individual:

Morris Mays

John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

(16) Appointment for October - Redevelopment Commission

Council re-appointed Raymond Privott to fill the expired term.

Sabrina Bynum made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(17) Appointment for October - Tarboro-Edgecombe Airport Authority

Council re-appointed Harold Thompson to fill the expired term.

John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

7. OTHER REPORTS

A. Town Manager

None.

B. Town Attorney

None.

C. Council Members

Councilman Woodard - none.

Councilman Taylor - none.

Councilman Mayo - none.

Councilmember Jordan - expressed concerns regarding individuals with visible firearms around Bradley Avenue.

Councilman Jenkins - none.

Councilmember Bynum - none.

Councilman Burnette - none.

Councilman Brown - commended Councilman Woodard as acting Mayor.

8. ADJOURNMENT

Meeting adjourned.

Steve Burnette made a motion, which was seconded by Tate Mayo and , Motion.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: 2020 Tax Levy Adjustment

Date: 11/9/2020

Memo Number: 20-71

The Schedule of 2020 Tax Levy Adjusted as of November 9, 2020, attached hereto, lists the valuation and tax amount often (10) after lists and two (2) releases. The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Order the Tax Collector be charged with after lists 7 through 16 in the amount of \$2,994.06,
2. Enter into the minutes 2020 Tax Levy release number 12 in the amount of \$68.95,
3. Approve 2020 Tax Levy release number 13 in the amount of \$551.47, and
4. Approve the Schedule of the 2020 Tax Levy Adjusted as of November 9, 2020, in the amount of \$3,315,563.30.

ATTACHMENTS:

Description	Upload Date	Type
2020 Tax Levy Adjustment	11/3/2020	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2020 TAX LEVY
NOVEMBER 9, 2020

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	Total	GAP
Balance October 12, 2020	584,026,399	222,677,913	0	0	806,704,312	4,205,672
After list: 7 - 16	217,200	424,443	0	0	641,643	0
Less Releases: 12 & 13	(16,817)	(134,505)	0	0	(151,322)	0
Balance as of November 9, 2020	<u>584,226,782</u>	<u>222,967,851</u>	<u>0</u>	<u>0</u>	<u>807,194,633</u>	<u>4,205,672</u>

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total	GAP
Balance October 12, 2020	3,307,488.43	4,936.23	0.00	765.00	3,313,189.66	7,735.64
After list: 7 - 16	2,630.72	363.34	0.00	0.00	2,994.06	0.00
Less Releases: 12 & 13	(620.42)	0.00	0.00	0.00	(620.42)	0.00
Balance as of November 9, 2020	<u>3,309,498.73</u>	<u>5,299.57</u>	<u>0.00</u>	<u>765.00</u>	<u>3,315,563.30</u>	<u>7,735.64</u>

ITEMIZED RELEASES

Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total	GAP
12	Ola Milton Craft house demo in 2019	796	68.95	0.00	0.00	0.00	68.95	0.00
13	Patrick L Overstreet IV boat listed in Carteret County	2665	551.47	0.00	0.00	0.00	551.47	0.00
Total Releases			<u>620.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>620.42</u>	<u>0.00</u>

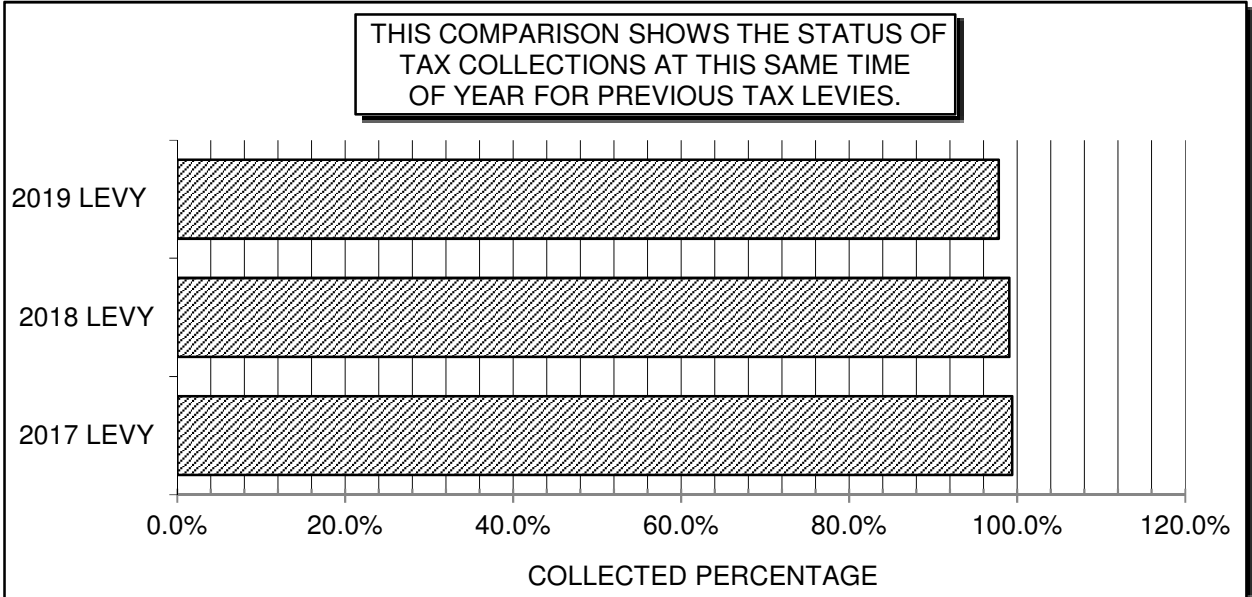
TOWN OF TARBORO, NORTH CAROLINA

TAX COLLECTOR'S REPORT

For the Year Ended October 31, 2020

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2020	3,332,912.81	213,281.15	666,371.60	2,658,312.56	19.92%
2019	107,185.89	4,634.59	35,267.59	71,918.30	97.79%
2018	53,197.48	3,298.23	22,975.39	30,222.09	99.07%
2017	23,861.41	954.40	4,714.12	19,147.29	99.40%
2016	19,318.84	974.47	3,093.88	16,224.96	99.51%
2015	15,540.44	552.36	1,935.41	13,605.03	99.59%
2014	12,033.85	428.76	1,294.44	10,739.41	99.68%
2013	9,279.68	401.80	852.46	8,427.22	99.76%
2012	7,909.33	401.80	499.46	7,409.87	99.79%
2011	4,969.36	143.88	241.14	4,728.22	99.87%
2010	3,135.46	145.92	221.23	2,914.23	99.91%
Prior	7,776.79	0.00	129.37	7,647.42	-
Subtotal	3,597,121.34	225,217.36	737,596.09	2,851,296.60	
		3,621.37	10,109.60	<== Interest on Taxes	
Net Tax Collections ==>		228,838.73	747,705.69		
		0.00	540.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		228,838.73	748,245.69		

prepared by: Leslie M. Lunsford, Collector of Revenue





Town of Tarboro, North Carolina Mayor and Council Communication

Subject: CDBG-NR Contract for Services

Date: 11/9/2020

Memo Number: 20-72

The Town of Tarboro has received bids for the rehabilitation and reconstruction of five houses as part of the CDBG-NR grant program, which is funded through the grant without any matching Town funds. Liens will be attached to the properties for the contract cost that would require payback of the monies if the property is sold.

Asbestos and lead inspections have been completed, and there is one change order expected for asbestos removal on the 809 W. St. James address at a cost of \$4,140. No other change orders are expected for asbestos or lead based paint.

The contract award for 811 Elm Street will be contingent on State approval of a substantial rehabilitation, based on the rehabilitation cost going over \$72,000.

All of the bids recommended to be awarded are the low bidders: Robert Strickland Construction, LLC for 617 Martin Luther King Jr. Drive, 1107 Elm Street, and 811 Elm Street; Hope Restorations, Inc. for 807 Bradley Ave; and Paul Woolard Construction, Inc. for 809 W. Saint James St.

It is recommended that Council approve the bid awards as recommended on the attached bid matrix and grant authority for the Town Manager to execute the contracts awarded.

ATTACHMENTS:

Description	Upload Date	Type
Award Summary	11/4/2020	Backup Material

Holland Consulting Planners, Inc.
Award Recommendation

Project: <u>Town of Tarboro CDBG-NR</u>		Bid Opening Date <u>5/21/2020</u>			
Case File #	Occupant/Address	Actual Bid (Tabulated)	Contractor	Recommended Award (X)	Comments
1	Randolph - 617 Martin Luther King Jr. Drive, Tarboro, NC	\$88,600.00	Gilbert Everett Builder, Inc.		Low bidder
		NO BID	Hope Restorations, Inc.		
		\$70,300.00	B&B Construction of Chocowinity		
		\$101,690.00	Moore Design Build, LLC		
		\$62,555.00	Robert Strickland Construction, LLC	X	
		\$64,200.00	Paul Woolard Construction, Inc.		
3	Roberts - 1107 Elm Street, Tarboro, NC	\$78,700.00	Gilbert Everett Builder, Inc.		Low bidder
		NO BID	Hope Restorations, Inc.		
		\$45,950.00	B&B Construction of Chocowinity		
		\$82,125.00	Moore Design Build, LLC		
		\$42,500.00	Robert Strickland Construction, LLC	X	
		\$53,200.00	Paul Woolard Construction, Inc.		
4	Johnson - 811 Elm Street, Tarboro, NC	\$97,100.00	Gilbert Everett Builder, Inc.		Low bidder
		NO BID	Hope Restorations, Inc.		
		\$90,425.00	B&B Construction of Chocowinity		
		\$122,645.00	Moore Design Build, LLC		
		\$85,123.00	Robert Strickland Construction, LLC	X	
		\$103,361.00	Paul Woolard Construction, Inc.		

Holland Consulting Planners, Inc.
Award Recommendation

Project: <u>Town of Tarboro CDBG-NR</u>		Bid Opening Date <u>5/21/2020</u>			
Case File #	Occupant/Address	Actual Bid (Tabulated)	Contractor	Recommended Award (X)	Comments
5	Carr - 807 Bradley Avenue, Tarboro, NC	\$161,500.00	Gilbert Everett Builder, Inc.		Low bidder
		\$135,540.00	Hope Restorations, Inc.	X	
		\$143,900.00	B&B Construction of Chocowinity		
		\$167,000.00	Moore Design Build, LLC		
		NO BID	Robert Strickland Construction, LLC		
		\$144,160.00	Paul Woolard Construction, Inc.		
7	Gomez - 809 West St. James Street, Tarboro, NC	\$223,930.00	Gilbert Everett Builder, Inc.		Low bidder
		\$194,005.00	Hope Restorations, Inc.		
		\$280,000.00	B&B Construction of Chocowinity		
		\$219,900.00	Moore Design Build, LLC		
		NO BID	Robert Strickland Construction, LLC		
		\$176,140.00	Paul Woolard Construction, Inc.	X	



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Budget Amendment - Coronavirus Relief Funds (CRF)

Date: 11/9/2020

Memo Number: 20-73

The Town of Tarboro has been allocated \$180,000 of Coronavirus Relief Funds (CRF) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funding allocated is for necessary expenditures incurred due to the COVID-19 public health emergency. Tarboro will be reimbursed for expenditures related to our response to this pandemic, which includes; technology and equipment to allow for remote teleconferencing, physical barriers at customer-interaction locations at various Town facilities, sanitization equipment necessary to mitigate exposure to COVID-19, and remote policing equipment for limiting direct police contact while assisting in enforcing public health orders and other criminal statutes. In order to appropriately account for and be reimbursed for the expenditures related to this funding, it is necessary to amend the Town of Tarboro's FY 2020-2021 budget.

It is recommended that Council adopt the attached Budget Resolution amending the Town of Tarboro FY 2020-2021 Budget.

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendment - CARES Act Funding	11/4/2020	Cover Memo

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

November 9, 2020

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2020-2021 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<i>Account Number</i>	<i>Account Name</i>	<i>Current Budget</i>		<i>Amount of Change</i>		<i>Revised Budget</i>
REVENUES						
52-3760-0500	CARES Act - Coronavirus Relief Funds	-	+	180,000	=	180,000
EXPENDITURES						
52-5210-6000	CARES Act - Coronavirus Relief	-	+	180,000	=	180,000

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Budget Amendment - Focus Services Generator Project

Date: 11/9/2020

Memo Number: 20-74

The Town of Tarboro is assisting with the purchase and installation of a 150 kW generator to provide stand-by emergency power for Focus Services. Focus Services recently opened a call center located at 115 E. Church Street and is currently providing approximately 200 jobs for the community. The total estimated cost of the project including the purchase and installation of the generator after in-kind services to be provided by the Town is estimated at \$70,000. The planned funding for the project is as follows: a \$10,000 Downtown Improvement Grant from ElectriCities; a \$20,000 commitment from Edgecombe County; and a \$40,000 commitment from Carolinas Gateway Partnership. In order to proceed with the project it is necessary to adopt a budget resolution providing the necessary expenditure and revenue line items in the Town's FY 2020-2021 Budget.

Therefore, it is recommended that Council adopt the attached Budget Resolution amending the FY 2020-2021 Budget for the Focus Services Generator project.

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendment - Focus Services Generator	11/4/2020	Cover Memo

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

November 9, 2020

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2020-2021 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<i>Account Number</i>	<i>Account Name</i>	<i>Current Budget</i>		<i>Amount of Change</i>		<i>Revised Budget</i>
REVENUES						
30-3306-0100	Electricities Programs	-	+	10,000	=	10,000
30-3310-0100	Contribution from Carolinas Gateway Par	-	+	40,000	=	40,000
30-3310-0200	Contribution from Edgecombe County	-	+	20,000	=	20,000
EXPENDITURES						
30-7200-7400	Capital Outlay - Equipment	-	+	70,000	=	70,000

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Employee Classification and Pay Plan Update

Date: 11/9/2020

Memo Number: 20-75

Rad Rountree, Engineering Supervisor will be retiring after 30 years of service to the Town of Tarboro. Based on current employee needs, staff proposes to combine the positions and duties of the Engineering Supervisor and the Engineering Assistant/GIS Coordinator once the Engineering Supervisor position is vacant. The new classification will be a Grade 17 position entitled GIS Coordinator, and will carry out the combined duties of the previous positions minus certain duties that will be divided among other existing employees. The Planning Director will supervise the GIS Coordinator.

This change to the Town of Tarboro Classification and Pay Plan will ensure that staffing is at the optimum size to increase efficiency and cost effectiveness for the Town. Staff constantly reviews personnel and operational costs for opportunities for reduction where possible. This is the primary driver for keeping property taxes and utility rates much lower than surrounding larger cities and comparable cities state-wide.

It is recommended that Council adopt an amended Classification and Pay Plan, combining the Engineering Supervisor and Engineering Assistant/GIS Coordinator positions into a new position entitled GIS Coordinator upon the retirement of the Engineering Supervisor.

ATTACHMENTS:

Description	Upload Date	Type
Employee Classification and Pay Plan	11/4/2020	Cover Memo
GIS Coordinator Job Description	11/4/2020	Cover Memo

Town of Tarboro
Classification And Pay Plan
Fiscal Year 2020 - 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Position Title</u>
1	23,199	33,949	Kitchen Aide
2	24,360	35,646	Cook Groundskeeper Stormwater Maintenance Worker Streets Maintenance Worker
3	25,577	37,430	General Utilities Worker Lines Maintenance Worker Solid Waste Collector
4	26,855	39,300	Equipment Operator General Services Specialist Nutrition Manager Stormwater Equipment Operator
5	28,198	41,266	Electric Line Worker Equipment Mechanic I Plant Maintenance Worker
6	29,609	43,330	Animal Control Officer Equipment Operator - Sanitation Labor Crew Leader I Metering & Control Technician I Office Assistant I Warehouse Specialist Wastewater Treatment Plant Operator I
7	31,090	45,494	Labor Crew Leader II Telecommunicator/Records Clerk Plant Maintenance Specialist Tree Trimmer Technician Waste Water Treatment Operator II Water Treatment Plant Operator C
8	32,643	47,769	Customer Support Specialist I Metering & Control Technician II Office Assistant II Power Line Technician Utilities Service Technician

Town of Tarboro
Classification And Pay Plan
Fiscal Year 2020 - 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Position Title</u>
9	34,276	50,158	Computer Operator Customer Support Specialist II Equipment Mechanic II Labor Crew Leader III Maintenance Specialist Metering and Control Technician III Office Assistant III Wastewater Treatment Plant Operator III Water Treatment Plant Operator B
10	35,990	52,667	Athletics Coordinator Accounting Specialist Billing Specialist Customer Support Specialist III Executive Assistant Firefighter I Metering, Control, and Warehouse Technician Recreation Center Coordinator
11	37,788	55,301	Assistant Collector of Revenue Detective Police Officer Senior Firefighter Wastewater Treatment Plant Operator IV Water Treatment Plant Operator A
12	39,679	58,064	Code Enforcement Officer Detective Corporal Fire Engineer Police Corporal Senior Power Line Technician

Town of Tarboro
Classification And Pay Plan
Fiscal Year 2020 - 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Position Title</u>
13	41,661	60,969	Building Inspector Trainee Commercial Development/Main Street Coordinator Detective Sergeant Engineering Assistant / GIS Coordinator Equipment Services Supervisor Fire Lieutenant Police Sergeant Senior Center Supervisor Senior Wastewater Plant Operator Senior Water Plant Operator Supervisor of Athletics Supervisor of Recreation Centers and Pools Supervisor of Recreation Maintenance
14	43,745	64,017	Building Inspector Level 1 Fire Captain Tree Trimmer Police Lieutenant
15	45,931	67,219	Building Inspector Level 2 Collector of Revenue / Town Clerk Human Resources Officer Lineman First Class
16	48,228	70,579	Building Inspector Level 3 Lead Lineman Police Captain Tree Trimmer Supervisor Wastewater Treatment Plant Supervisor Water Plant Supervisor Water Services Supervisor
17	50,640	74,107	Accounting Manager Buildings & Grounds Supervisor Engineering Supervisor GIS Coordinator Power Line Crew Leader Streets & Sanitation Supervisor
18	53,172	77,813	Chief Building Inspector Electric Support Supervisor
19	55,832	81,704	Electric System Superintendent

Town of Tarboro
Classification And Pay Plan
Fiscal Year 2020 - 2021

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Position Title</u>
20	58,623	85,789	Planning Director
21	61,554	90,079	Fire Chief Parks & Recreation Director
22	64,630	94,583	Police Chief
23	67,864	99,313	Finance Director
24	71,255	104,277	Electric Utility Director Public Works Director
25	74,818	109,490	N/A
26	78,559	114,968	N/A
27	82,488	120,714	N/A
28	86,614	126,751	N/A
29	90,942	133,088	N/A

GIS COORDINATOR

Performs professional and technical work to support the Town's Geographic Information System (GIS) and related processes.

Distinguishing Features of the Class

An employee in this class performs professional and technical work in the coordination, organization, and direction of GIS activities and initiatives and oversees the updating of utility systems and maps for the Town. Work requires knowledge of principles and practices of technical codes, surveying, Geographic Information Systems, and some knowledge of federal and state laws and local ordinances. Considerable tact and courtesy are required in frequent contact with the public, private contractors, surveyors & engineers, government contacts, and other Town employees. Duties may expose the employee to inside and outside environmental conditions, extreme temperatures, noise, hazards of field work and dusts, mists, and fumes. Work is performed under the supervision of the Planning Director and is evaluated through periodic conferences, written reports, and observation of completed work.

Duties and Responsibilities

Essential Duties and Tasks

- Supervises the plans and activates for GIS and related systems; establishes procedures and sets priorities. Creates and participates in the utilization of GIS software for complex and long-term projects.

- Designs and develops custom GIS web applications; performs complex programming, queries, and data analysis; customizes existing software to increase functionality; designs and carries out GIS procedures; installs software and hardware upgrades.

- Monitors software contracts.

- Reviews plans and specifications for construction projects; coordinates changes; monitors compliance with approved plans and specifications during the construction process.

- Works with the general public to provide information on utility systems.

- Ensures that the GIS system is operable to support and expand all departments and divisions as needed.

- Coordinates projects and fieldwork as necessary.

- Works in collecting, examining, distributing data, fathering information, and investigating problems and complaints that the Town may receive.

- Oversees preparation of all official maps, including streets, water and sewer facilities, storm drainage installations, electric utilities, zoning, E-911, parking lots, and other maps as needed for local, state and federal use.

- Utilizes software and tools such as personal computers, printers, plotters, phones, map surveys, drafting tools, deeds, orthophotos, and related.

- Researches documents and maps, and records the same at the Register of Deeds office.

- Prepares records, reports, digital maps, production reports as needed.

- Interacts and communicates with other departments on short-and long-term projects.

- Assists within the Planning Department for daily and long-term needs.

Additional Job Duties

Coordinates during right-of-way acquisitions and related projects.
Performs a variety of studies and reports as requested and needed by the Town.
May be required to provide support to emergency operations during disasters.
Performs general clerical duties related to the position and within the department as needed.
Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles, operation, use, applications, capabilities, and limitation of Geographic Information Systems, especially as applicable to the design, construction, and maintenance of municipal public works.

Skill in the creation, editing, and maintaining of GIS data.

Ability to train others to use simple GIS input and review methods.

Ability to quickly learn new technologies, work independently, and have quick turnaround for deliverables.

Knowledge of state and federal laws and regulations, local ordinances, and standards, and departmental policies and procedures affecting municipal systems and ability to gain further knowledge.

Knowledge of general design and engineering of municipal systems.

Skill in the use of surveying and drafting instruments.

Ability to research and solve problems.

Ability to prepare clear and concise reports and present findings and recommendations.

Ability to communicate effectively with the general public, consultants, contractors, and other employees.

Ability to develop effective working relationships with a wide variety of people.

Ability to utilize complex software systems and related peripherals in use by the Town.

Ability to maintain high standards of accuracy in exercising duties and responsibilities.

Ability to exercise analytical judgement in areas of responsibility.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, fingering, feeling, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to do work with data and figures, do accounting processes, operate computer and complex software, do extensive reading, and use measurement devices.

Desirable Education and Experience

Graduation with a Bachelor degree with major course work in GIS or equivalent experience in geography or related field. Must have a thorough working knowledge of the design, development, and support of GIS applications; geospatial databases; ArcGIS Desktop 10.6 or higher; ArcGISPro and Online; geodatabase structure, relational database concepts; ArcGIS Server. At least one year of working experience is preferred. Candidate must be proficient in ESRI Software (ArcMap), Microsoft Office software, and have a working understanding of databases and computer systems. GISP Certification, Python and other programming skills are preferred.

Special Requirement

Possession of a valid North Carolina driver's license.

GIS COORDINATOR

This critical position involves coordination, organization and direction of GIS activities and initiatives. The GIS Coordinator will perform professional and technical work to support the Town's Geographic Information System (GIS).

Specifically, this position will conduct daily maintenance of the GIS database including editing, querying, and searching; interpreting maps, legal description, deed references, easements and other related data; coordinating and naming the addressing of streets and structures, maintaining a database of roads and names; perform field work related to needed map updates; creates, matches, and updates addresses for the Enhanced 911 system and Next Generation 911 system; creating, managing and printing maps for Town Departments and Council; researches and prepares maps, data and graphics necessary for decisions by management and boards regarding land use, zoning, and related concerns; providing training for Town staff utilizing GIS data in the field; providing data for external use including engineers, surveyors, architects, citizens and other interested parties; coordinates and monitors contracts with GIS hardware, software, data conversion and related products and services; analyzes existing database for efficiency and accuracy and manipulates data at an improved level; conducts regular evaluations of the system and plans for short-and long-term management of GIS data and systems; and performs other duties as assigned.

Work is performed independently within established policies, procedures, and guidelines of the Town of Tarboro, however the candidate must be able to work well with other staff and deal tactfully and courteously with the public. Preferred candidate will have a Bachelor degree with major course work in GIS or equivalent experience in geography or related field. Must have a thorough working knowledge of the design, development, and support of GIS applications; geospatial databases; ArcGIS Desktop 10.6 or higher; ArcGISPro and Online; geodatabase structure, relational database concepts; ArcGIS Server. At least one year of working experience is preferred. Candidate must be proficient in ESRI Software (ArcMap), Microsoft Office software, and have a working understanding of databases and computer systems. GISP Certification, Python and other programming skills are preferred. Candidate must possess a valid driver's licenses with a good driving record. Excellent benefits and salary, depending on qualifications. Applications can be downloaded from www.tarboro-nc.com and position will be open until filled.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Disposition of Town-owned Property - Confederate Monument

Date: 11/9/2020

Memo Number: 20-76

Councilman Brown has asked that a discussion be held regarding the disposition process for the Confederate Monument.