

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, DECEMBER 10, 2018 IN
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

MEMBERS PRESENT

ALSO PRESENT

1. MEETING CALLED TO ORDER BY THE MAYOR

2. INVOCATION

Invocation by Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Approve agenda as presented.

Steve Burnette made a motion, which was seconded by John Jenkins and Passed, Motion.

5. REQUESTS AND PETITIONS OF CITIZENS

John Walker - 1303 N Main Street, Tarboro - Thanks to the Town of Tarboro Electric Department for maintaining power during the recent winter storm. Also addressed concerns regarding the poor service provided by Suddenlink Communications.

Naim Akbar - 1114 Martin Luther King Jr Drive, Tarboro - W.A. Pattillo High School Alumni Association - Mr. Akbar requested Council's support in promoting and advertising a concert and brunch fundraiser on February 22 - 23, 2019. The funds will be used to provide scholarships.

Farrar Martin - 504 Trade Street, Tarboro - spoke in favor of the Gilbert's purchasing the property at 509 Trade Street.

Donnie Hale - 2206 Robin Drive, Tarboro - Edgecombe County Veterans' Military Museum - requested Council's support for The Wall That Heals held in October 2019.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

A public hearing will be held on the assessment for demolition cost of \$10,487.28 for the structure located at 1316 Elm Street.

No one spoke in favor of or against the assessment for demolition cost of \$10,487.28 for the structure located at 1316 Elm Street.

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

7. REPORTS OF BOARDS AND COMMISSIONS

(1) A representative with Petway, Mills, & Pearson, PA will present the Audit Report.

Due to weather concerns, Petway, Mills, & Pearson, PA was not present. They will attend the January meeting.

8. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Council approved three (3) Consent Items.

Deborah Jordan made a motion, which was seconded by John Jenkins and Passed, Motion.

- (1) 2017 Tax Levy Adjustment
- (2) 2018 Tax Levy Adjustment
- (3) Approve minutes of the November 13, 2018 regular meeting.

Action Items

(4) Economic Development 5-Year Strategic Plan

Bruce Naegelen, Community Economic Development Planner and Charles Halsall Jr., Downtown Programming & Technical Assistance Coordinator, both with the NC Department of Commerce provided an update on the progress of the Tarboro Economic Development 5-Year Strategic Plan. No action taken at this time.

(5) ECBOE - Princeville Elementary - Joint Use Agreement

Council approved the extension of the Joint Use Agreement between the Edgecombe County Board of Education and the Town of Tarboro from the current expiration of January 1, 2019 to a new expiration date of June 30, 2020.

Othar Woodard made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(6) Offer to Purchase - 509 Trade Street

Accept offer made by Steve Gilbert for \$10,000 followed by the upset bid process. Steve Burnette made a motion, which was seconded by Clarence Brown and Passed, Motion. Ayes: Brown, Burnette, Bynum, Jordan, Shephard, Taylor, Woodard; Nays: Jenkins

(7) Petition for Annexation of Contiguous Property

Council adopted the Resolution calling for a Public Hearing on the proposed annexation to be held at 7:00 pm on January 14, 2018.

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

(8) Appointment - Historic District Commission

Council appointed Brenda Ridgeway to fill the vacated position.

Othar Woodard made a motion, which was seconded by John Jenkins and Passed, Motion.

(9) Appointment - Planning Board

Council appointed Elbert Ray Dickens to fill an expired term for Ward 7.

Garland Shephard made a motion, which was seconded by John Jenkins and Passed, Motion.

(10) Appointment - Citizens Advisory Recreation Committee

Council appointed the following individuals to fill the vacancies on the Citizen's Advisory Recreation Committee:

Ward 4: Dwayne Owens

Ward 5: Mears Pitt

Ward 7: Table until January meeting

At Large: Al Braxton

Clarence Brown made a motion, which was seconded by Leo Taylor and Passed, Motion.

9. OTHER REPORTS

(1) Tax Collector's Report

A. Town Manager

Troy Lewis requested Council set a date for the annual Council Retreat. Council decided to hold the Retreat on Saturday, March 2 - Sunday, March 3, 2019.

(1) Update on East Tarboro Canal Easement

Troy Lewis informed Council that he had met with the State and they were willing to work with the Town to enter into a vegetation clean up plan.

B. Town Attorney

C. Council Members

Councilman Burnette: invited Councilmembers to attend the State Championship game to support the Tarboro High School Vikings on Saturday, December 15, 2018 at NC State University.

Councilman Shephard: wished everyone a Merry Christmas. He also stated that he thought the paperless Council meetings were going well.

Councilman Jenkins: wished everyone a Merry Christmas. He also complimented the Christmas decorations downtown and the Police department.

Councilman Brown: wished everyone a Merry Christmas. He also encouraged shopping local and supporting small businesses.

Councilmember Bynum: wished everyone a Merry Christmas.

Councilman Taylor: updated Council on the recent League Advocacy Meeting held on November 29, 2018. He also thanked Public Works for the loose leaf collection.

Councilmember Jordan: wished everyone a Merry Christmas. She also thanked Tina Parker and the

Police Department.

Councilman Woodard: wished everyone a Merry Christmas. He also complimented staff for repairs.

(1) Councilman Taylor - League Advocacy Meeting Update

No Action.

10. ADJOURNMENT

Meeting adjourned.

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



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: A public hearing will be held on the assessment for demolition cost of \$10,487.28 for the structure located at 1316 Elm Street.

Date: 12/10/2018

Memo Number:

ATTACHMENTS:

Description

[Roll & Levying Assessment Resolution](#)

Upload Date

12/3/2018

Type

Resolution Letter

**RESOLUTION CONFIRMING ASSESSMENT
ROLL AND LEVYING ASSESSMENTS**

WHEREAS, the Town Council of the Town of Tarboro has on this day held a public hearing after due notice as required by law, on the Assessment for the demolition of the house at 1316 Elm Street; and

WHEREAS, the Town Council of the Town of Tarboro has heard all those present who requested to be heard, and has found the said Assessment to be proper and correct;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tarboro;

Section 1. That the Assessment for the demolition of the house at 1316 Elm Street, in the Town of Tarboro, North Carolina, and specifically identified as parcel no. 4738-79-3004-00 on the city-county tax maps, is hereby declared to be correct, and is hereby confirmed in accordance with Chapter 160A, Section 228 of the General Statutes of the State of North Carolina.

Section 2. That the Town Council of the Town of Tarboro, pursuant to authority conferred by Chapter 160A, Section 216, and Chapter 160A, Section 443 of the General Statutes of North Carolina, does hereby levy an assessment as follows:

\$10,487.28 for demolition of house at 1316 Elm Street

Section 3. That the Town Clerk is hereby directed to deliver to the Town Tax Collector the said assessment.

Section 4. That the Town Tax Collector is hereby charged with the collection of said assessment in accordance with the procedure established by Chapter 160A, Sections 232 and 233, of the General Statutes of the State of North Carolina.

Section 5. That the Town Clerk is hereby further directed to publish once on the _____ day of _____, 2018 the notice required by Chapter 160A, Section 229 of the General Statutes of the State of North Carolina.

Adopted this the 10th day of December, 2018.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: A representative with Petway, Mills, & Pearson, PA will present the Audit Report.

Date: 12/10/2018

Memo Number:

ATTACHMENTS:

Description

[Comprehensive Annual Financial Report](#)

Upload Date

12/5/2018

Type

Backup Material

TOWN OF TARBORO, NORTH CAROLINA

COMPREHENSIVE ANNUAL
FINANCIAL REPORT



FOR FISCAL YEAR ENDING
JUNE 30, 2018

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TOWN OF TARBORO, NORTH CAROLINA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

**For the Fiscal Year Ended
June 30, 2018**

Prepared by:

**Anne Y. Mann
Finance Director**

Member of the Government Finance Officers Association of the United States and Canada

Published November 29, 2018

Pending LGC Approval

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INTRODUCTORY SECTION

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Town of Tarboro

500 N Main Street, PO Box 220, Tarboro, NC 27886 (P) 252.641.4200 (F) 252.641.4286

November 29, 2018

To the Honorable Mayor, Town Council, and Town Manager:

State law requires that all general-purpose local governments annually publish a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Comprehensive Annual Financial Report (CAFR) of the Town of Tarboro for the fiscal year ended June 30, 2018.

The CAFR consists of management's representations concerning the finances of the Town of Tarboro. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of Tarboro has established a comprehensive internal control framework that is designed to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of Tarboro's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Town of Tarboro's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Tarboro's financial statements have been audited by Petway Mills & Pearson, PA, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Tarboro for the fiscal year ended June 30, 2018, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based on the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Tarboro's financial statements for the fiscal year ended June 30, 2018, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town was part of a broader, state mandated “Single Audit” designed to meet the special needs of grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the Town’s compliance with the requirements of laws, regulations, contracts and grants applicable to its major state programs. These auditor reports are available in the Single Audit section of this report.

GAAP requires that management provide a narrative introduction, overview and analysis to accompany the financial statements in the form of Management’s Discussion and Analysis (MD&A). The letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The Town of Tarboro’s MD&A can be found immediately following the report of the independent auditors.

Profile of the Government

The Town of Tarboro is located along the Tar River in the northeast part of North Carolina. It is the county seat of Edgecombe County. The Town was incorporated in 1760 and has a population of approximately 10,856. The Town of Tarboro takes pride in its Town Common, expansive Historic District, wide array of recreational activities, the revitalization of Main Street, and its many historic landmarks.

The Town operates under a Council/Manager form of government. The legislative body of the government of the Town is comprised of a Mayor and an eight-member Town Council. The Mayor is elected at-large on a non-partisan basis for a four-year term. The eight Council members are elected from wards on a non-partisan basis to four-year staggered terms. The governing body is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the Town Manager. The Town Manager is responsible for carrying out the day-to-day operations of the Town and for appointing the heads of departments. A team of seven department heads assists the manager in operating the Town.

The Town operates an electric system and a water and sewer system, providing service to approximately 6,500 households and businesses within the Town and the surrounding area. It provides a full range of municipal services, including police and fire protection, sanitation, street construction and maintenance, planning and zoning, building inspection, and recreation and parks.

Budgetary Control

The annual budget serves as the foundation for the Town of Tarboro's financial planning and control. The Town has a formal operating budget process which begins in February each year with the Council Retreat and ends in May when the Town Council receives the recommended budget. The council is required to hold public hearings on the proposed budget and to adopt a final budget no later than June 30. Legal budgetary control for operating budgets is exercised at the fund and department level. The Town Manager may make transfers of appropriations within a fund. Transfers of appropriations between funds, however, require the approval of the Town Council. Formal budgetary integration and encumbrance accounting are employed as management control devices during the year. Budget to actual comparisons are provided in this report for each individual governmental fund and proprietary funds for which an appropriated annual budget has been adopted.

Local economy

The economic outlook for the Town of Tarboro continues to be optimistic. Tarboro was not immune to the effects of the downturn in the nation's economy. However, residential, commercial, and industrial construction continued throughout the downturn, simply at a slower pace. Over the last couple of years, new development of both residential and commercial properties has continued to gain momentum. Industrial projects by CSX, Corning and Triangle Tyre are underway in Edgecombe County. The area has not seen this amount of economic growth activity in decades. While not within the town limits, the town expects to see positive impacts for years to come.

Town staff continues to partner with Carolinas Gateway Partnership and the Edgecombe Community College Small Business Center. Small businesses, commercial interests, and industrial prospects have been retained and recruited, expanding the options for citizens and geographically expanding the consumer base choosing Tarboro. Several of the new companies will create employment for locals as well as opportunities for new employees who will relocate and begin to call Tarboro home.

The Town was most recently awarded a Department of Commerce Industrial Development Fund grant for extension of water and sewer lines to the Commerce Center Industrial Park. We hope this investment will spur additional development.

The Parks and Recreation and Planning Departments received large grants that will leverage town investment in the health of our citizens and increase transportation mobility across town. Our citizens take pride in maintaining Tarboro, and these improvements will amplify the quality of life enjoyed here and continue to entice new development.

Financial Analysis of the Town

General Fund:

For almost ten years, the economy has been a major concern for the Town of Tarboro. For fiscal year 2017 - 2018, General Fund revenues from sales taxes and other intergovernmental sources have remained steady when compared to the prior year, which had reflected some strengthening of the local economy. This continued strengthening has helped to maintain personnel and operating costs without requiring property tax increases. Personnel and benefits are one of the largest operational costs to the Town. The budget for fiscal year 2017-2018 included both a Cost of Living Adjustment (COLA) and merit increases for the employees.

Enterprise Fund:

While the rates for the Electric and Water and Sewer utilities remained unchanged, the Solid Waste fund saw a fee increase for the 2017-2018 fiscal year. This increase was necessary to offset higher landfill fees imposed by Edgecombe County.

Electric rates, water and sewer rates, and solid waste fees will remain unchanged for fiscal year 2018-2019. However, in addition to these business-type activities, Town Council approved the implementation of a Stormwater Utility during fiscal year 2018-2019. Due to the age of existing infrastructure, growth in impervious surfaces, increase in intensity and frequency of major rain events, and increased cost of regulatory compliance, it had become unsustainable to continue to fund stormwater management through property taxes.

Debt Administration

During the fiscal year ended June 30, 2000, the Town retired the last of its remaining bonded debt. The Town has no bond rating due to the fact that it has no bonded debt. Under North Carolina law, the Town's general obligation bonded debt is subject to a legal limitation based on 8% of the total assessed value of real and personal property. As of June 30, 2018, the Town's legal debt limit is approximately \$71,429,706.

Awards and Acknowledgements

Certificate of Achievement for Excellence in Financial Reporting Program - The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Tarboro for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2017. This was the 28th consecutive year that the Town has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles (GAAP) and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report (CAFR) continues to meet the Certificate of Achievement Program's requirements and will be submitting it to the GFOA to determine its eligibility for another certificate.

Acknowledgments – The preparation of this report would not have been possible without the efficient and dedicated service of the entire staff of the finance department. I would like to express my appreciation to all members of the department who assisted and contributed to the preparation of this report. Credit also must be given to the Mayor, Town Council, and Town Manager for their continuing support for maintaining the highest standards of professionalism in the management of the Town of Tarboro.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anne Y. Mann". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Anne Y. Mann
Finance Director

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Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Tarboro
North Carolina**

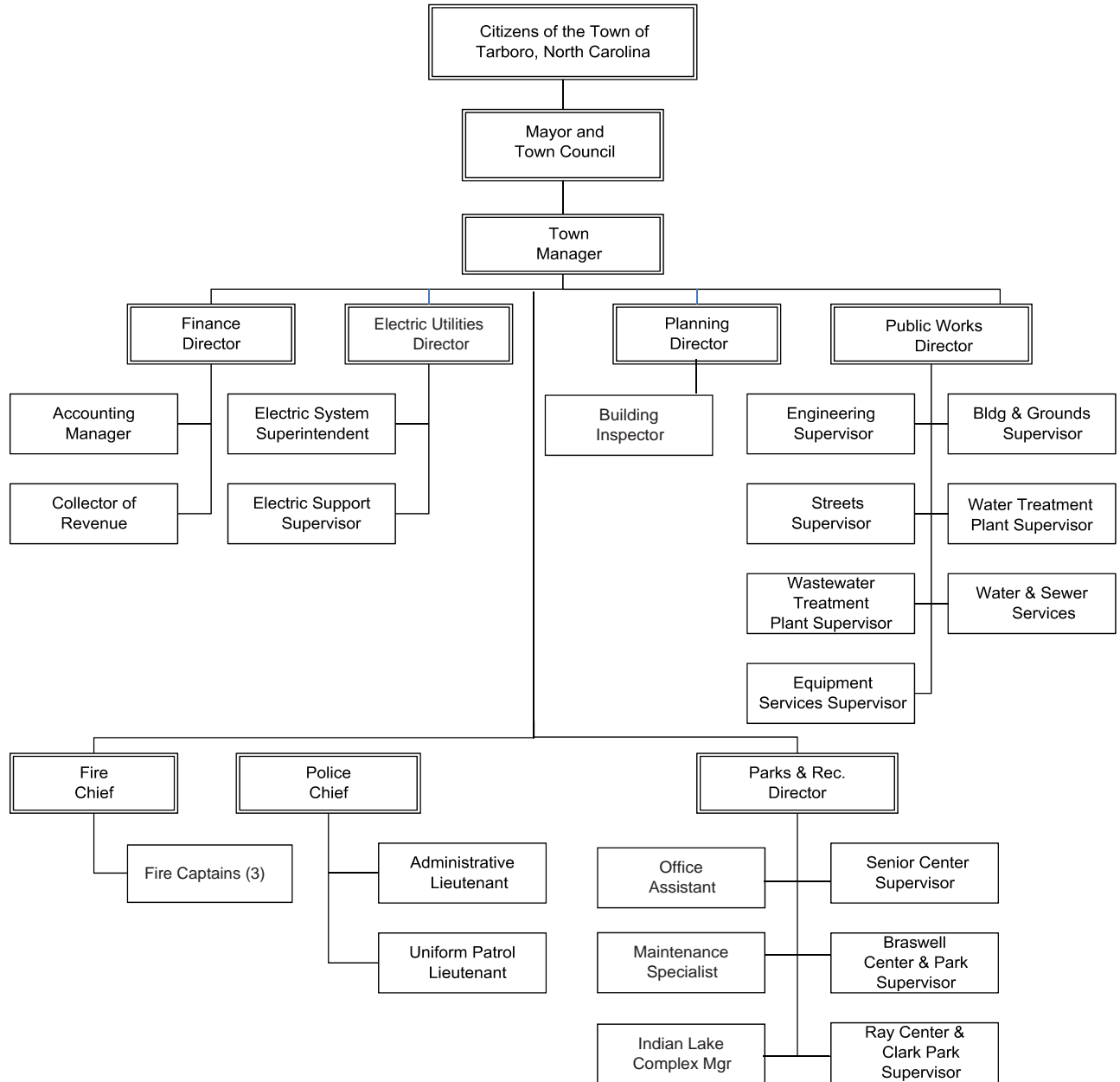
For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morill

Executive Director/CEO

Organizational Chart



Principal Officials

ELECTED OFFICIALS

<u>Title</u>	<u>Name</u>	<u>Total Length of Service</u>	<u>Term Expires</u> ¹
Mayor	Joseph W. Pitt	2 Years	December, 2021
Councilman Ward 1	Othar Woodard	5 Years	December, 2021
Councilman Ward 2	Leo Taylor	3 Years	December, 2019
Councilman Ward 3	Stephen Burnette	5 Years	December, 2021
Councilman Ward 4	C B Brown	3 Years	December, 2019
Councilman Ward 5	John Jenkins	17 Years	December, 2021
Councilman Ward 6	Deborah Jordan	7 Years	December, 2019
Councilman Ward 7	Sabrina Bynum	2 Years	December, 2021
Councilman Ward 8	Garland Shephard	7 Years	December, 2019

¹ The Mayor serves a four-year term. Councilmen serve four-year staggered terms.

APPOINTED OFFICIALS

<u>Title</u>	<u>Name</u>	<u>Length of Time In This Position</u>	<u>Length of Employment With The Town of Tarboro</u>
Town Manager	Troy Lewis	2 Years	18 Years
Finance Director	Anne Y. Mann	4 Years	4 Years
Police Chief	Jesse Webb	2 Years	24 Years
Public Works Director	John K. Moore	2 Years	34 Years
Electric Utilities Director	Brian Mustard	1 Year	26 Years
Fire Chief	Frankie A. Winslow	7 Years	28 Years
Recreation Director	Travis Stigge	4 Years	4 Years
Planning Director	Catherine Grimm	3 Years	3 Years

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FINANCIAL SECTION

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PETWAY

MILLS &

PEARSON, PA

CERTIFIED PUBLIC ACCOUNTANTS

C. Briggs Petway, Jr.
Phyllis M. Pearson

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Memberships:

North Carolina
Association of
Certified Public
Accountants

American Institute
Of Certified Public
Accountants

Independent Auditors' Report

To the Honorable Mayor and Members of the Town Council
Town of Tarboro
Tarboro, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Tarboro, North Carolina, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Tarboro's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Tarboro, North Carolina as of June 30, 2018, and the

respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 12 through 22, the Other Post-Employment Benefits' Schedule of Changes in the Total OPEB Liability on page 68, the Local Government Employees' Retirement System's Schedules of Proportionate Share of the Net Pension Liability and Contributions on pages 66 and 67, respectively, and the Law Enforcement Officers' Special Separation Allowance schedules of the Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll on pages 64 and 65, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the Town of Tarboro, North Carolina. The introductory information, combining individual fund statements, budgetary schedules, other schedules statistical section, and Schedule of Expenditures of Federal and State Awards, as required by the Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the State Single Audit Implementation Act, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual fund statements, budgetary schedules, other schedules, and Schedule of Expenditures of Federal and State Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund statements, budgetary schedules, other schedules, and Schedule of Expenditures of Federal and State Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory information and the statistical sections have not been subjected to the auditing procedures applied in the audit of basic financial statements, and accordingly, we do not express or provide assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29, 2018 on our consideration of the Town of Tarboro's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Tarboro's internal control over financial reporting and compliance.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA
Certified Public Accountants
Zebulon, North Carolina

November 29, 2018

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MANAGEMENT'S DISCUSSION AND ANALYSIS

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TOWN OF TARBORO

Management's Discussion and Analysis

As management of the Town of Tarboro, we offer readers of the Town of Tarboro's financial statements this narrative overview and analysis of the financial activities of the Town of Tarboro for the fiscal year ended June 30, 2018. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Town's financial statements, which follow this narrative.

Financial Highlights

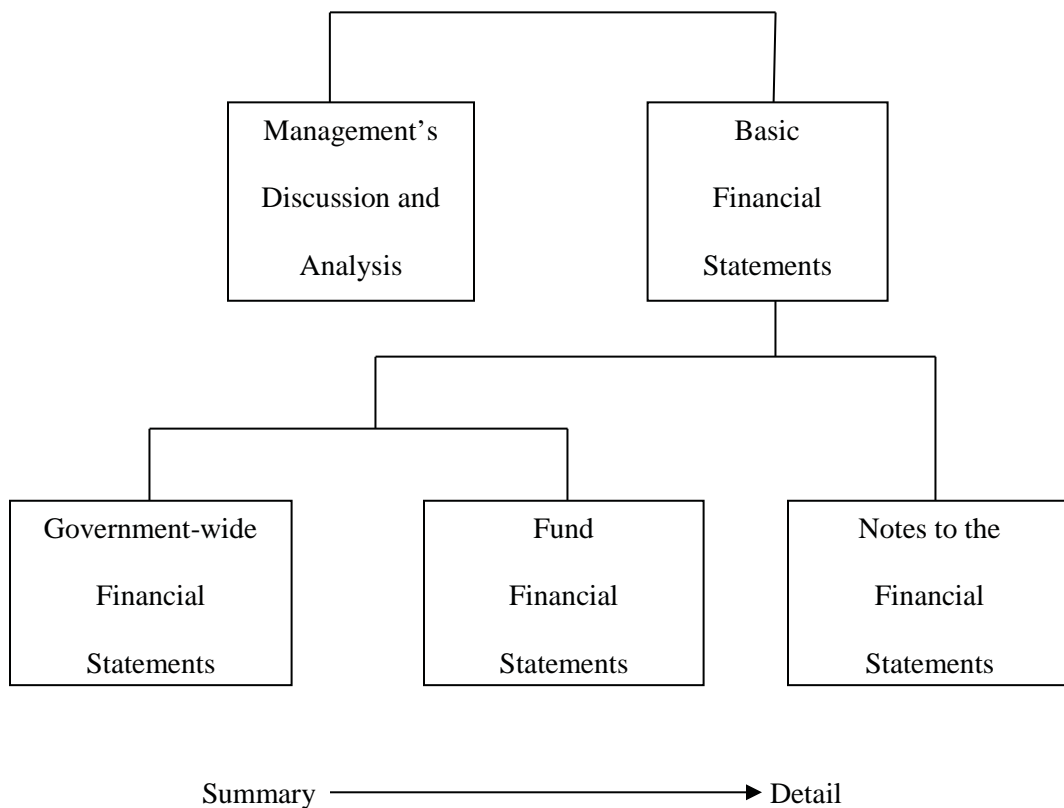
- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$41,229,116 (*net position*). The net position of the governmental activities decreased by \$15,090,402, and the net position of the business-type activities decreased by \$739,497.
- The government's total net position increased by \$2,274,098 before mandated OPEB implementation adjustments. Governmental net position decreased by \$580,592 and business-type activities net position increased by \$2,854,690 due to normal operations. There were additional decreases in governmental and business type activities net position due to restatements of \$14,509,810 and \$3,594,187, respectively, for the mandated implementation of GASB Statement 75 – Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions Liability.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$6,112,222, an increase of \$353,691 in comparison with the prior year. Approximately 48.49 percent of this total amount, or \$2,963,584 is non-spendable, restricted, or assigned.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,875,230, or 28.98 percent, of total General Fund expenditures for the fiscal year.
- As of the close of the current fiscal year, the Town's business-type funds reported combined ending net position of \$43,438,821 a decrease of \$739,497, after the adjustment for the change in accounting principal.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Town of Tarboro's basic financial statements. The Town's basic financial statements consist of three components; 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Town through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Town of Tarboro.

Required Components of Annual Financial Report

Figure 1



Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the Town's financial status.

The next statements (Exhibits 3 through 9) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Town's government. These statements provide more detail than the government-wide statements. There are three parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; and 3) the proprietary fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the Town's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the Town's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Town's financial status as a whole.

The two government-wide statements report the Town's net position and how it has changed. Net position is the difference between the Town's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the Town's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities; and 2) business-type activities. The governmental activities include most of the Town's basic services such as public safety, parks and recreation, and general administration. Property taxes and State and federal grant funds finance most of these activities. The business-type activities are those that the Town charges customers to provide. These include the water and sewer, electric and solid waste services offered by the Town of Tarboro.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements provide a more detailed look at the Town's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Tarboro, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance with finance-related legal requirements, such as the General Statutes or the Town's budget ordinance. All of the funds of the Town of Tarboro can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Town's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* which provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the Town's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The Town of Tarboro adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Town, the management of the Town, and the decisions of the Council about which services to provide and how to pay for them. It also authorizes the Town to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Town complied with the budget ordinance and whether or not the Town succeeded in providing the services as

planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the Board; 2) the final budget as amended by the Board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

Proprietary Funds – The Town of Tarboro maintains three enterprise funds. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town of Tarboro uses enterprise funds to account for its water and sewer activity, for its electric operations and for solid waste operations. These funds are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

Notes to the Financial Statements and Other Information

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 33 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the Town of Tarboro's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found beginning on page 64 of this report.

Interdependence with Other Entities – The Town depends on financial resources flowing from, or associated with, both the federal government and the State of North Carolina. Because of this dependency, the Town is subject to changes in specific flows of intergovernmental revenues based on modifications to federal and State laws and federal and State appropriations. It is also subject to changes in investment earnings and asset values associated with U.S. Treasury Securities because of actions by foreign governments and other holders of publicly held U.S. Treasury Securities.

Government-Wide Financial Analysis

Net Position – Government-wide financial statements can provide an excellent overall view of the Town's transactions for the year and its financial condition at year end. In particular, comparing current year amounts with the previous year's figures can highlight areas in which the Town's finances are improving or deteriorating.

The following (Figure 2) reflects condensed information on the Town's net position.

Figure 2:

Town of Tarboro Statement of Net Position

	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2017	2018	2017	2018	2017
Assets						
Current and other assets	\$ 6,725,117	\$ 6,468,497	\$ 21,477,882	\$ 17,405,535	\$ 28,202,999	\$ 23,874,032
Capital assets	11,636,573	12,573,635	31,575,205	32,418,176	43,211,778	44,991,811
Total Assets	18,361,690	19,042,132	53,053,087	49,823,711	71,414,777	68,865,843
Deferred outflows of resources	1,240,437	1,271,218	697,721	885,225	1,938,158	2,156,443
Liabilities						
Long-term liabilities						
outstanding	19,913,889	6,848,525	7,056,658	4,142,262	26,970,547	10,990,787
Other liabilities	334,073	432,573	2,715,705	2,300,174	3,049,778	2,732,747
Total Liabilities	20,247,962	7,281,098	9,772,363	6,442,436	30,020,325	13,723,534
Deferred inflows of resources	1,563,870	151,555	539,624	88,182	2,103,494	239,737
Net Position:						
Net invested in capital assets	11,636,573	12,573,635	30,920,436	31,552,006	42,557,009	44,125,641
Restricted	2,456,606	2,275,122	-	-	2,456,606	2,275,122
Unrestricted	(16,302,884)	(1,968,060)	12,518,385	12,626,312	(3,784,499)	10,658,252
Total net position	\$ (2,209,705)	\$ 12,880,697	\$ 43,438,821	\$ 44,178,318	\$ 41,229,116	\$ 57,059,015

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the Town exceeded liabilities and deferred inflows by \$41,229,116 as of June 30, 2018.

As is the case for many entities, the largest portion of net position reflects the Town's net investment in capital assets (e.g. land, buildings, machinery, and equipment less any related debt still outstanding that was issued to acquire those assets). These capital assets are used to provide services to citizens; consequently, they are not available for future spending. Although the Town's net investment in its capital assets is reduced by the outstanding related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets cannot be used to pay these related

liabilities. An additional portion of the Town's net position, \$2,456,606, represents resources that are subject to external restrictions on how they may be used.

The Town implemented Governmental Accounting Standards Board (GASB) No. Statement 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, in the fiscal year ending June 30, 2018. The implementation of the statement required the Town to record beginning total OPEB liability and the effects on net position of benefit payments and administrative expenses paid by the Town related to OPEB during the measurement period (fiscal year ending June 30, 2017). Beginning deferred outflows and inflows of resources associated with the implementation were excluded from the restatement. As a result, net position for the governmental activities decreased \$14,509,810 and \$3,594,187 for the business type activities.

Changes in Net Position – The Town’s total revenues and expenditures for governmental and business-type activities, and their effect on the Town’s net position as of June 30, are reflected in the following (Figure 3).

Figure 3:

Town of Tarboro Changes in Net Position						
	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2017	2018	2017	2018	2017
Revenues:						
Program revenues:						
Charges for services	\$ 626,500	\$ 876,142	\$ 28,710,593	\$ 29,527,538	\$ 29,337,093	\$ 30,403,680
Grants & contributions:						
Operating	1,319,269	1,764,935	-	-	1,319,269	1,764,935
Capital	-	-	888,050	1,030,794	888,050	1,030,794
General revenues:						
Property taxes	3,699,451	3,665,863	-	-	3,699,451	3,665,863
Other taxes	217,782	225,686	-	-	217,782	225,686
Other	3,339,683	3,337,696	255,605	144,804	3,595,288	3,482,500
Total revenues	9,202,685	9,870,322	29,854,248	30,703,136	39,056,933	40,573,458
Expenses:						
General government	3,521,696	4,442,627	-	-	3,521,696	4,442,627
Public safety	4,630,383	4,457,990	-	-	4,630,383	4,457,990
Transportation	1,935,812	1,944,906	-	-	1,935,812	1,944,906
Culture & recreation	1,365,363	1,368,280	-	-	1,365,363	1,368,280
Water & sewer	-	-	4,778,393	4,853,078	4,778,393	4,853,078
Electric	-	-	19,423,913	22,997,968	19,423,913	22,997,968
Solid waste	-	-	1,127,275	1,102,255	1,127,275	1,102,255
Total expenses	11,453,254	12,213,803	25,329,581	28,953,301	36,782,835	41,167,104
Increase (decrease) in net position before transfers	(2,250,569)	(2,343,481)	4,524,667	1,749,835	2,274,098	(593,646)
Transfers	1,669,977	1,074,037	(1,669,977)	(1,074,037)	-	-
Increase (decrease) in net position	(580,592)	(1,269,444)	2,854,690	675,798	2,274,098	(593,646)
Net position, July 1	12,880,697	15,139,372	44,178,318	43,502,520	57,059,015	58,641,892
Prior period adjustment	(14,509,810)	(989,231)	(3,594,187)	-	(18,103,997)	(989,231)
Net position, June 30	\$ (2,209,705)	\$ 12,880,697	\$ 43,438,821	\$ 44,178,318	\$ 41,229,116	\$ 57,059,015

Governmental Activities – Governmental activities decreased the Town’s net position by \$580,592 from operations and an additional \$14,509,810 from the mandated OPEB restatement. The most notable changes from the prior year for both revenues and expenses were related to the inclusion of the Hurricane Matthew recovery efforts in fiscal year 2017 that were not present in 2018. This resulted in a decrease of approximately \$450,000 in revenues and \$815,000 in expenses. Other expenses stayed relatively consistent between 2017 and 2018 which illustrates the due diligence of the Town to maintain minimum costs.

Business-type activities - Business-type activities increased the Town’s net position by \$2,854,690 from operations and decreased the same by \$3,594,187 from the mandated OPEB restatement for a net decrease of \$739,497. The positive change from operations is mainly due to capital project activity during the year related to the Water & Sewer Fund. The Town’s utility departments continue to enhance their infrastructure assets in order to provide the best service possible to their customers.

Financial Analysis of the Town’s Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds – The focus of the Town’s governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Town’s financing requirements. Specifically, unassigned fund balance can be a useful means of a government’s net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$2,875,230, while total fund balance reached \$5,646,236. The Governing Body of the Town of Tarboro has determined that the Town should achieve and maintain an available fund balance of 30% of General Fund expenditures in case of unforeseen needs or opportunities, in addition to meeting the cash flow needs of the Town. The Town currently has an available fund balance of 28.98% of general fund expenditures, while total fund balance represents 56.90% of the same amount.

As of the end of the current year, the Town’s governmental funds reported combined ending fund balances of \$6,112,222, up \$353,691 in comparison with the prior year. Included in this change in fund balance is an increase in fund balance of the Non-Major Governmental Funds.

General Fund Budgetary Highlights – During the fiscal year, the Town revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

There were several reasons that the Town revised its budget throughout the year. The budget revenues increased as the Town received several small grants and contributions. Although expenditures were kept well below the budgeted amounts during the year, there were amendments made to the budget for unexpected capital outlay expenditures. Other planned capital outlay projects were incomplete at the end of the fiscal year and are reflected in budgetary statements as a positive variance.

Proprietary Funds – The Town of Tarboro’s proprietary funds provide the same type of information found in the government-wide statements but in more detail. Net position at the end of the year amounted to \$31,280,410 for the Electric Fund, \$11,283,186 for the Water and Sewer Fund and \$875,225 for the Solid Waste Fund. The change in net position for all three funds including the mandated OPEB restatement was \$766,829; (\$1,798,459) and \$292,133 respectively for a total net change of (\$739,497).

Capital Asset and Debt Administration

Capital assets – The Town of Tarboro’s investment in capital assets for its governmental and business–type activities as of June 30, 2018, totals \$43,211,7878 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, park facilities, distribution system and vehicles.

Major capital asset transactions during the year include the following:

Governmental Funds:

Additions

- Six Police Vehicles – \$204,471
- VIPER Radio System Expansion Project – \$276,344
- M. A. Ray Center Entrance Improvements – \$29,365
- Parks and Recreation Facility Updates – \$60,681

Disposals

- Eleven Police Vehicles – \$235,516
- Street Sweeper – \$140,678

Proprietary Funds:

Additions

- Electric Distribution System Upgrades – \$194,951
- Trencher for Electric Distribution Lines – \$68,927
- Radio System Expansion Project – \$155,047
- SCADA System – \$48,541

Disposals

- Two Bucket Trucks – \$173,876
- Digger Derrick – \$105,766
- Excavator – \$52,500

Town of Tarboro, North Carolina
Capital Assets
Figure 8

Land	\$ 1,909,193	\$ 1,285,932	\$ 3,195,125	\$ 3,195,125
Buildings & Other				
Improvements	3,129,788		3,129,788	3,295,212
Infrastructure	4,915,668	-	4,915,668	5,879,085
Substations, Lines,				
Equipment	-	16,258,933	16,258,933	17,503,051
Plant & Distribution				
Systems	-	10,007,794	10,007,794	10,855,285
Equipment	1,681,924	1,347,775	3,029,699	2,679,669
Construction				
in progress	-	2,674,771	2,674,771	1,584,384
Total Capital Assets				
(net of accumulated				
depreciation)	<u>\$ 11,636,573</u>	<u>\$ 31,575,205</u>	<u>\$ 43,211,778</u>	<u>\$ 44,991,811</u>

Additional information on the Town's Capital Assets can be found in Note II, Section A, beginning on page 41 of this report.

Long-term Debt. As of June 30, 2018, the Town of Tarboro had no bonded debt.

North Carolina General Statutes limit the amount of general obligation debt that a unit of government can issue to 8 percent of the total assessed value of taxable property located within that government's boundaries. The legal debt margin for the Town is \$71,429,706.

Additional information regarding the Town's long-term debt can be found in Note II, Section B, beginning on page 45 of this report.

Economic Factors and Next Year's Budgets and Rates

The following are key economic indicators of the Town. These factors have been considered when preparing the budget for fiscal year ending June 30, 2019.

- The unemployment rate for the Rocky Mount Metropolitan Statistical Area was 6.3% at June 30, 2018. This is a 0.1% reduction in the unemployment rate compared to the prior year.
- Our Town continues to experience growth related to commercial and industrial investment in the area. Major industrial projects by CSX, Corning and Triangle Tyre are underway in Edgecombe County. The area has not seen this amount of economic growth activity in decades. While not within the town limits, the town expects to see many positive impacts for years to come.

Budget Highlights for the Fiscal Year Ending June 30, 2019

Governmental Activities: The governmental fund's primary revenue sources are property taxes and intergovernmental revenues. There was no change in the property tax rate of \$0.41 per \$100 valuation for the fiscal year ending June 30, 2019. The Town's budget contains several revenue sources that are dependent on the general economy. Among these are sales taxes, property taxes, interest income, and permit fees. The general fund continues to have no bonded indebtedness, and Town employees will receive a 2% cost of living adjustment and will also have the opportunity to earn a merit increase of up to 2% in FY 2018-2019.

Business-type Activities: Electric rates, Water and Sewer rates, and the Solid Waste fee will remain unchanged for FY 2018-2019 after several changes in the two previous fiscal years. In addition to these business-type activities, Town Council approved the implementation of a Stormwater Utility during FY 2018-2019. Due to the age of existing infrastructure, growth in impervious surfaces, increase in intensity and frequency of major rain events, and increased cost of regulatory compliance, it had become unsustainable to continue to fund stormwater management through property taxes.

The stormwater utility establishes a dedicated and sustainable funding source that provides for long-term management of stormwater within the Town. Tarboro's stormwater utility will design, construct, maintain, and manage the stormwater structures and water courses in Town to reduce flooding risks and protect surface water quality. User fees based on impact on the system will provide a dedicated funding source that is consistent and equitable.

Requests for Information

This report is designed to provide an overview of the Town's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Finance Director, Town of Tarboro, P. O. Box 220, Tarboro, NC 27886. One can also call (252) 641-4212, visit our website www.tarboro-nc.com or send an email to annemann@tarboro-nc.com for more information.

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BASIC FINANCIAL STATEMENTS

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Town of Tarboro, North Carolina
Statement of Net Position
June 30, 2018

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 3,521,493	\$ 14,856,574	\$ 18,378,067
Restricted cash	1,799,649	953,795	2,753,444
Taxes receivables (net)	219,005	-	219,005
Accrued interest receivable	61,260	-	61,260
Accounts receivable (net)	192,873	4,027,825	4,220,698
Due from other governments	714,708	132,551	847,259
Prepays	157,940	-	157,940
Inventories	58,189	1,507,137	1,565,326
Total current assets	6,725,117	21,477,882	28,202,999
Non-current assets:			
Capital assets:			
Land, non-depreciable improvements, and construction in progress	1,909,193	3,960,703	5,869,896
Other capital assets, net of depreciation	9,727,380	27,614,502	37,341,882
Total capital assets	11,636,573	31,575,205	43,211,778
Total non-current assets	11,636,573	31,575,205	43,211,778
Total assets	18,361,690	53,053,087	71,414,777
DEFERRED OUTFLOWS OF RESOURCES			
Contributions to pension plan - LGERS	326,232	247,010	573,242
Contributions to pension plan - LEO	44,678	-	44,678
OPEB contributions	332,413	109,626	442,039
Pension deferrals	537,114	341,085	878,199
Total deferred outflows of resources	1,240,437	697,721	1,938,158
LIABILITIES			
Current liabilities:			
Accounts payable	252,917	1,965,729	2,218,646
Payable from restricted assets	-	575,252	575,252
Compensated absences - current	81,156	26,937	108,093
Current portions of notes payable	-	147,787	147,787
Total current liabilities	334,073	2,715,705	3,049,778
Long-term liabilities:			
Compensated absences	595,147	197,569	792,716
Net pension liability - LGERS	1,014,187	767,903	1,782,090
Net pension obligation - LEO	1,371,809	-	1,371,809
Total OPEB liability	16,932,746	5,584,204	22,516,950
Due in more than one year	-	506,982	506,982
Total long-term liabilities	19,913,889	7,056,658	26,970,547
Total liabilities	20,247,962	9,772,363	30,020,325
DEFERRED INFLOWS OF RESOURCES			
Prepaid taxes	9,796	-	9,796
OPEB deferrals	1,460,947	481,802	1,942,749
Pension deferrals	93,127	57,822	150,949
Total deferred inflows of resources	1,563,870	539,624	2,103,494
NET POSITION			
Net investment in capital assets	11,636,573	30,920,436	42,557,009
Restricted for:			
Stabilization by State statute	825,856	-	825,856
Streets	1,438,172	-	1,438,172
General government	400	-	400
Public safety	192,178	-	192,178
Unrestricted	(16,302,884)	12,518,385	(3,784,499)
Total net position	\$ (2,209,705)	\$ 43,438,821	\$ 41,229,116

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Activities
For the Year Ended June 30, 2018

Functions/Programs	Net (Expense) Revenue and Changes in Net Position				
	Program Revenues			Primary Government	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
					Governmental Activities Business-type Activities Total
Primary government:					
Governmental Activities:					
General government	\$ 3,521,696	\$ 395,125	\$ 746,689	\$ -	\$ (2,379,882) \$ (2,379,882)
Public safety	4,630,383	75,593	135,286	-	(4,419,504) (4,419,504)
Transportation	1,935,812	-	312,420	-	(1,623,392) (1,623,392)
Economic and physical development	-	-	-	-	- -
Cultural and Recreational	1,365,363	155,782	124,874	-	(1,084,707) (1,084,707)
Interest on long-term debt	-	-	-	-	- -
Total governmental activities	11,453,254	626,500	1,319,269	-	(9,507,485) (9,507,485)
Business-type activities:					
Electric	19,423,913	23,307,484	-	-	3,883,571 3,883,571
Water and Sewer	4,778,393	4,321,777	-	888,050	431,434 431,434
Solid waste	1,127,275	1,081,332	-	-	(45,943) (45,943)
Total business-type activities	25,329,581	28,710,593	-	888,050	4,269,062 4,269,062
Total primary government	\$ 36,782,835	\$ 29,337,093	\$ 1,319,269	\$ 888,050	(9,507,485) (9,507,485)
General revenues:					
Taxes:					
Property taxes, levied for general purposes				3,699,451	3,699,451
Other taxes and licenses				217,782	217,782
Grants and contributions not restricted to specific programs				3,182,708	3,182,708
Unrestricted investment earnings				65,302	148,610
Miscellaneous				91,673	106,995
General revenues not including transfers				7,256,916	255,605
Transfers				1,669,977	(1,669,977)
Total general revenues and transfers				8,926,893	(1,414,372)
Change in net position				(580,592)	7,512,521
Net position, beginning, as previously reported				12,880,697	2,274,098
Change in accounting principle				(14,509,810)	44,178,318
Net position, beginning, as restated				(1,629,113)	57,059,015
Net position, ending				\$ (2,209,705)	(18,103,997)
				\$ 43,438,821	38,955,018
				\$ 41,229,116	\$ 41,229,116

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Balance Sheets
Governmental Funds
June 30, 2018

	Major Fund		Governmental Non-		Total Governmental
	General		major Funds		Funds
ASSETS					
Cash and investments	\$ 3,184,954	\$	336,539	\$	3,521,493
Restricted cash	1,660,803		138,846		1,799,649
Receivables, net:					
Taxes	219,005		-		219,005
Accounts	191,383		1,490		192,873
Accrued interest receivable	61,260		-		61,260
Due from other governments	704,390		10,318		714,708
Prepays	157,940		-		157,940
Inventories	58,189		-		58,189
Total assets	<u>\$ 6,237,924</u>	\$	<u>487,193</u>	\$	<u>6,725,117</u>
LIABILITIES					
Accounts payable - vendors	\$ 214,807	\$	21,207	\$	236,014
Accounts payable - others	16,903		-		16,903
Total liabilities	<u>231,710</u>		<u>21,207</u>		<u>252,917</u>
DEFERRED INFLOWS OF RESOURCES					
Property taxes receivable	219,005		-		219,005
Accrued interest receivable	61,260		-		61,260
Special assessments, net	69,917		-		69,917
Prepaid taxes	9,796		-		9,796
Total deferred inflows of resources	<u>359,978</u>		<u>-</u>		<u>359,978</u>
FUND BALANCES					
Non-spendable:					
Prepays	157,940		-		157,940
Inventories	58,189		-		58,189
Restricted:					
Stabilization by State statute	825,856		-		825,856
Streets	1,438,172		-		1,438,172
General government	-		400		400
Public safety	-		192,178		192,178
Assigned:					
Subsequent year's expenditures	132,909		-		132,909
Unassigned	3,033,170		273,408		3,306,578
Total fund balances	<u>5,646,236</u>		<u>465,986</u>		<u>6,112,222</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 6,237,924</u>	\$	<u>487,193</u>		

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	11,636,573
Earned revenues considered deferred inflows of resources in fund statements.	350,182
Deferred outflows of resources related to pensions are not reported in the funds	370,910
Deferred outflows of resources related to OPEB are not reported in the funds	332,413
Some liabilities, including bonds payable and accrued interest, are not due and payable in the current period and therefore are not reported in the funds.	(676,303)
Net pension liability - LGERS	(1,014,187)
Pension related deferrals	443,987
OPEB deferrals	(1,460,947)
OPEB liability	(16,932,746)
Net pension obligation - LEO	(1,371,809)
Net position of governmental activities	<u>\$ (2,209,705)</u>

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018

	Major Fund	Governmental	Total
	General Fund	Non-major Funds	Governmental Funds
REVENUES			
Ad valorem taxes	\$ 3,699,451	\$ -	\$ 3,699,451
Other taxes and licenses	217,782	-	217,782
Unrestricted intergovernmental	3,147,994	34,714	3,182,708
Restricted intergovernmental	452,294	866,975	1,319,269
Permits and fees	75,593	-	75,593
Sales and services	155,782	-	155,782
Investment earnings	50,775	14,527	65,302
Miscellaneous	91,673	-	91,673
Charges for services	395,125	-	395,125
Total revenues	<u>8,286,469</u>	<u>916,216</u>	<u>9,202,685</u>
EXPENDITURES			
Current:			
General government	2,592,091	343,217	2,935,308
Public safety	4,550,308	97,133	4,647,441
Transportation	805,636	-	805,636
Economic and physical development	-	-	-
Cultural and Recreational	1,274,109	-	1,274,109
Capital outlay	700,699	155,778	856,477
Total expenditures	<u>9,922,843</u>	<u>596,128</u>	<u>10,518,971</u>
Excess (deficiency) of revenues over expenditures	<u>(1,636,374)</u>	<u>320,088</u>	<u>(1,316,286)</u>
OTHER FINANCING SOURCES (USES)			
Transfers (to) from other funds	1,669,977	-	1,669,977
Total other financing sources (uses)	<u>1,669,977</u>	<u>-</u>	<u>1,669,977</u>
Net change in fund balance	33,603	320,088	353,691
Fund balances, beginning	5,612,633	145,898	5,758,531
Fund balances, ending	<u>\$ 5,646,236</u>	<u>\$ 465,986</u>	<u>\$ 6,112,222</u>

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Reconciliation of the
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net changes in fund balances - total governmental funds		\$ 353,691
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital outlay expenditures which were capitalized	856,477	
Depreciation expense for governmental assets	<u>(1,793,539)</u>	(937,062)
Contributions to the pension plan in the current fiscal year are not included on the Statement of Activities		326,232
Benefit payments paid and administrative expense for the LEOSSA are not included on the Statement of Activities		44,678
OPEB benefit payments and administrative costs made in the current fiscal year are not included on the Statement of Activities		332,413
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Change in unavailable revenue for tax revenues		(844)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Compensated absences	(83,403)	
Pension expense	(245,466)	
OPEB expense	<u>(370,831)</u>	(699,700)
Total changes in net position of governmental activities		<u><u>\$ (580,592)</u></u>

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
For the Year Ended June 30, 2018

	General Fund			variance with Final Budget - Positive (Negative)
	Original	Final	Actual Amounts	
Revenues:				
Ad valorem taxes	\$ 3,678,100	\$ 3,678,100	\$ 3,699,451	\$ 21,351
Other taxes and licenses	236,250	236,250	217,782	(18,468)
Unrestricted intergovernmental	3,109,500	3,109,500	3,147,994	38,494
Restricted intergovernmental	466,940	466,940	452,294	(14,646)
Permits and fees	81,100	81,100	75,593	(5,507)
Sales and services	182,400	182,400	155,782	(26,618)
Investment earnings	18,200	18,200	50,775	32,575
Miscellaneous	117,300	130,300	91,673	(38,627)
Charges for services	395,125	395,125	395,125	-
Total revenues	8,284,915	8,297,915	8,286,469	(11,446)
Expenditures:				
Current:				
General government	2,753,683	2,887,939	2,592,091	295,848
Public safety	4,705,270	4,729,211	4,550,308	178,903
Transportation	920,670	920,670	805,636	115,034
Cultural and Recreational	1,375,269	1,380,154	1,274,109	106,045
Capital Outlay	846,200	1,253,671	700,699	552,972
Total expenditures	10,601,092	11,171,645	9,922,843	1,248,802
Revenues over (under) expenditures	(2,316,177)	(2,873,730)	(1,636,374)	1,237,356
Other financing sources (uses):				
Capital Outlay Reserve Appropriation	616,200	616,200	-	(616,200)
Appropriated (Unappropriated) fund balance	30,000	587,553	-	(587,553)
Transfers from (to) other funds	1,669,977	1,669,977	1,669,977	-
Total other financing sources (uses)	2,316,177	2,873,730	1,669,977	(1,203,753)
Revenues and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	33,603	<u>\$ 33,603</u>
Fund balances, beginning			5,612,633	
Fund balances, ending			<u>\$ 5,646,236</u>	

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Net Position
Proprietary Funds
June 30, 2018

	Electric Fund	Water and Sewer Fund	Solid Waste Fund	Total
ASSETS				
Current assets:				
Cash and investments	\$ 12,450,842	\$ 1,746,695	\$ 659,037	\$ 14,856,574
Restricted cash	534,011	419,784	-	953,795
Accounts receivable (net)	2,800,512	1,091,495	135,818	4,027,825
Sales tax receivable	75,306	48,925	8,320	132,551
Inventories	1,429,124	78,013	-	1,507,137
Total current assets	17,289,795	3,384,912	803,175	21,477,882
Noncurrent assets:				
Capital assets:				
Land, non-depreciable improvements, and construction in progress	2,084,894	1,875,809	-	3,960,703
Other capital assets, net of depreciation	17,097,559	10,226,349	290,594	27,614,502
Capital assets (net)	19,182,453	12,102,158	290,594	31,575,205
Total noncurrent assets	19,182,453	12,102,158	290,594	31,575,205
Total assets	36,472,248	15,487,070	1,093,769	53,053,087
DEFERRED OUTFLOWS OF RESOURCES				
Contributions to pension plan	111,610	110,464	24,936	247,010
Pension deferrals	154,118	152,534	34,433	341,085
OPEB Contributions	48,094	61,532	-	109,626
Total deferred outflows of resources	313,822	324,530	59,369	697,721
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	1,796,612	134,233	34,884	1,965,729
Payable from restricted assets	534,012	41,240	-	575,252
Compensated absences - current	14,607	10,273	2,057	26,937
Current portion of long-term debt	18,993	58,316	70,478	147,787
Total current liabilities	2,364,224	244,062	107,419	2,715,705
Non-current liabilities:				
Compensated absences	107,120	75,334	15,115	197,569
Net pension liability	346,973	343,409	77,521	767,903
Total OPEB liability	2,449,845	3,134,359	-	5,584,204
Non-current portion of long-term debt	-	434,961	72,021	506,982
Total non-current liabilities	2,903,938	3,988,063	164,657	7,056,658
Total liabilities	5,268,162	4,232,125	272,076	9,772,363
DEFERRED INFLOWS OF RESOURCES				
OPEB deferrals	211,371	270,431	-	481,802
Pension deferrals	26,127	25,858	5,837	57,822
Total deferred inflows of resources	237,498	296,289	5,837	539,624
NET POSITION				
Net investment in capital assets	19,163,460	11,608,881	148,095	30,920,436
Unrestricted	12,116,950	(325,695)	727,130	12,518,385
Total net position	\$ 31,280,410	\$ 11,283,186	\$ 875,225	\$ 43,438,821

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds
For the Year Ended June 30, 2018

	Electric Fund	Water and Sewer Fund	Solid Waste Fund	Total
OPERATING REVENUES				
Charges for services	\$ 23,169,158	\$ 4,269,059	\$ 1,068,040	\$ 28,506,257
Water and sewer taps	-	16,130	-	16,130
Other operating revenues	138,326	36,588	13,292	188,206
Total operating revenues	23,307,484	4,321,777	1,081,332	28,710,593
OPERATING EXPENSES				
Administration	2,687,790	2,492,344	1,029,870	6,210,004
Load management	165,870	-	-	165,870
Electric operations	484,820	-	-	484,820
Electric power purchases	14,455,343	-	-	14,455,343
Water treatment and distribution	-	562,687	-	562,687
Waste collection and treatment	-	564,866	-	564,866
Depreciation	1,629,097	1,156,987	92,774	2,878,858
Total operating expenses	19,422,920	4,776,884	1,122,644	25,322,448
Operating income (loss)	3,884,564	(455,107)	(41,312)	3,388,145
NON-OPERATING REVENUES (EXPENSES)				
Investment earnings	116,625	25,850	6,135	148,610
Interest and other charges	(993)	(1,509)	(4,631)	(7,133)
Other non-operating revenues	64,291	12,617	30,087	106,995
Total non-operating revenue (expenses)	179,923	36,958	31,591	248,472
Income (loss) before contributions and transfers	4,064,487	(418,149)	(9,721)	3,636,617
Capital contributions	-	888,050	-	888,050
Transfers from (to) other funds	(1,669,977)	-	-	(1,669,977)
Change in net position	2,394,510	469,901	(9,721)	2,854,690
Total net position, beginning, as previously stated	30,513,581	13,081,645	583,092	44,178,318
Change in accounting principle	(1,627,681)	(2,268,360)	301,854	(3,594,187)
Total net position, beginning, restated	28,885,900	10,813,285	884,946	40,584,131
Total net position, ending	\$ 31,280,410	\$ 11,283,186	\$ 875,225	\$ 43,438,821

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Cash Flows
Proprietary Funds
For the Fiscal Year Ended June 30, 2018

	Electric Fund	Water and Sewer Fund	Solid Waste Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from customers	\$ 23,297,149	\$ 3,825,193	\$ 1,091,230	\$ 28,213,572
Cash paid for goods and services	(15,361,818)	(1,328,580)	(564,506)	(17,254,904)
Cash paid to or on behalf of employees for services	(1,933,800)	(2,111,436)	(485,664)	(4,530,900)
Net customer deposits	(19,832)	5,090	-	(14,742)
Other non-operating revenues	64,291	12,617	30,087	106,995
Net cash provided (used) by operating activities	6,045,990	402,884	71,147	6,520,021
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers to other funds	(1,669,977)	-	-	(1,669,977)
Net cash provided (used) by noncapital financing activities	(1,669,977)	-	-	(1,669,977)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Acquisition and construction of capital assets	(612,721)	(1,419,716)	(3,450)	(2,035,887)
Capital contributions	-	888,050	-	888,050
Principal paid on bonds and installment purchases	(44,852)	(97,581)	(68,968)	(211,401)
Interest paid on bonds and installment purchases	(993)	(1,509)	(4,631)	(7,133)
Net cash provided (used) by capital and related financing activities	(658,566)	(630,756)	(77,049)	(1,366,371)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest and dividends	116,625	25,850	6,135	148,610
Net cash provided (used) by investing activities	116,625	25,850	6,135	148,610
 Net increase (decrease) in cash and investments	 3,834,072	 (202,022)	 233	 3,632,283
Balances, beginning	9,150,781	2,368,501	658,804	12,178,086
Balances, ending	\$ 12,984,853	\$ 2,166,479	\$ 659,037	\$ 15,810,369

The notes to the financial statements are an integral part of this statement.

Town of Tarboro, North Carolina
Statement of Cash Flows
Proprietary Funds
For the Fiscal Year Ended June 30, 2018

	Electric Fund	Water and Sewer Fund	Solid Waste Fund	Total
Reconciliation of operating income to net cash provided by operating activities				
Operating income	\$ 3,884,564	\$ (455,107)	\$ (41,312)	\$ 3,388,145
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	1,629,097	1,156,987	92,774	2,878,858
Non-operating revenues	64,291	12,617	30,087	106,995
Changes in assets and liabilities:				
(Increase) decrease in accounts receivable	122,598	(449,114)	9,016	(317,500)
(Increase) decrease in inventory	(119,345)	(3,218)	-	(122,563)
Increase (decrease) in accounts payable and accrued liabilities	450,794	66,125	(20,315)	496,604
Increase (decrease) in customer deposits	(19,832)	5,089	-	(14,743)
Increase (decrease) in compensated absences	(27,782)	5,305	(139)	(22,616)
(Increase) decrease in deferred outflows of resources - pensions	113,220	157,233	26,677	297,130
Increase (decrease) in net pension liability	(96,862)	(150,350)	(10,531)	(257,743)
Increase (decrease) in deferred inflows of resources - pensions	(6,439)	(8,811)	(15,110)	(30,360)
Increase in OPEB liability	51,686	66,128	-	117,814
Total adjustments	2,161,426	857,991	112,459	3,131,876
Net cash provided by operating activities	\$ 6,045,990	\$ 402,884	\$ 71,147	\$ 6,520,021

Noncash investing, capital, and financing activities:

None.

The notes to the financial statements are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

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Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

I. Summary of Significant Accounting Policies

The accounting policies of the Town of Tarboro (the Town) conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The Town is a municipal corporation, which is governed by an elected mayor and an eight-member council. Generally accepted accounting principles require that the reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The criteria provided in Governmental Accounting Standards Board Statement No. 14 have been considered and there are no agencies or entities in which should be presented as component units of the Town.

B. Basis of Presentation

Government-wide Statements: The statement of net position and the statement of activities display information about the primary government. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental* and *business-type activities* of the Town. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The Statement of Activities presents a comparison between direct expenses and program revenues for the different business-type activities of the Town and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Town's funds. Separate statements for each fund category – *governmental and proprietary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities, such as investment earnings.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

The Town reports the following major governmental funds:

General Fund. The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, federal and state grants, and various other taxes and licenses. The primary expenditures are for general government, public safety, public works, and cultural and recreational services.

The Town reports the following non-major governmental funds:

Emergency Telephone System Special Revenue Fund. This fund is used to account for 911 revenues received by the State 911 Board to enhance the State's 911 emergency telephone system.

Law Enforcement Special Revenue Fund. This fund is used to account for drug forfeiture revenues received by the State to enhance law enforcement efforts related to illegal drug operations.

Employee Relief Fund. This fund is used to account for donations received after Hurricane Matthew.

Hurricane Matthew Relief Fund. This fund is used to account for the grant and insurance revenues received after Hurricane Matthew that are restricted for use for a particular purpose.

The Town reports the following major enterprise funds:

Electric Fund. This fund is used to account for the Town's electric operations.

Water and Sewer Fund. This fund is used to account for the Town's water and sewer operations.

Solid Waste Fund. This fund is used to account for the Town's solid waste operations.

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting.

Government-wide, Proprietary, and Fiduciary Fund Financial Statements. The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's enterprise funds are charges to customers for sales and services. The Town also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt acquisitions under capital leases are reported as other financing sources.

The Town considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Ad valorem taxes receivable are not accrued as revenue because the amount is not susceptible to accrual. At June 30, taxes receivable for property other than motor vehicles are materially past due and are not considered to be an available resource to finance the operations of the current year. Also, as of September 1, 2013, State law altered the procedures for the assessment and collection of property taxes on registered motor vehicles in North Carolina. Effective with this change in the law, the State of North Carolina is responsible for billing and collecting the property taxes on registered motor vehicles on behalf of all municipalities and special tax districts. Property taxes are due when vehicles are registered. The billed taxes are applicable to the fiscal year in which they are received. Uncollected taxes that were billed in periods prior to September 1, 2013 and for limited registration plates are shown as a receivable in these financial statements and are offset by deferred inflows of resources.

Sales taxes and certain intergovernmental revenues, such as the utilities franchise tax, collected and held by the State at year-end on behalf of the Town are recognized as revenue. Sales taxes are considered a shared revenue for the Town because the tax is levied by Edgecombe County and then remitted to and distributed by the State. Intergovernmental revenues and sales and services are not susceptible to accrual because generally they are not measurable until received in cash. All taxes, including those dedicated for specific purposes are reported as general revenues rather than program revenues. Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants, and then by general revenues.

**Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018**

D. Budgetary Data

The Town's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, special revenue funds, and enterprise funds. All annual appropriations lapse at the fiscal-year end. Project ordinances are adopted for the Special Revenue Fund, Capital Projects Fund, and the Enterprise Capital Projects Fund. The enterprise fund projects are consolidated with their respective operating fund for reporting purposes. All budgets are prepared using the modified accrual basis of accounting. Expenditures may not legally exceed appropriations at the functional level for all annually budgeted funds and at the project level for the multi-year funds. Budgetary control is exercised in all funds. Appropriations are made at the departmental (functional) level and can be amended as necessary by the governing board. The Town Manager is authorized to transfer appropriations within a fund; however, any revisions that alter total expenditures must be approved by the governing board. Budgeted amounts presented in the financial statements represent the amended budget ordinance as of June 30, 2018.

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Equity

1. Deposits and Investments

All deposits of the Town are made in Board-designated official depositories and are secured as required by State law [G.S. 159-31]. The Town may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Town may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

State law [G.S. 159-30(c)] authorizes the Town to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT). The Town's investments are reported at fair value. Non-participating interest earning contracts are accounted for at cost. The NCCMT Government Portfolio, a SEC-registered (2a-7) external investment pool, is measured at amortized cost, which is the NCCMT's share price. The NCCMT- Term Portfolio's securities are valued at fair value.

2. Cash and Cash Equivalents

The Town pools money from several funds to facilitate disbursement and investment and to maximize investment income. Therefore, all cash and investments are essentially demand deposits and are considered cash and cash equivalents.

3. Restricted Assets

Customer deposits held by the Town before any services are supplied are restricted to the service for which the deposit was collected. The Town also restricts cash in the General Fund and the Water and Sewer Fund for future capital outlay. Powell Bill funds are classified as restricted cash because it can be expended only for the purpose of maintaining, repairing, constructing, reconstructing, or widening of local streets per G.S. 136-41.1 through 136-41.4.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

4. Ad Valorem Taxes Receivable

In accordance with State law [G.S. 105-347 and G.S. 159-13(a)], the Town levies ad valorem taxes on property other than motor vehicles on July 1, the beginning of the fiscal year. The taxes are due on September 1 (lien date January 1); however, interest does not accrue until the following January 6. These taxes are based on the assessed values as of January 1, 2017.

5. Allowances for Doubtful Accounts

All receivables that historically experience uncollectible accounts are shown net of an allowance for doubtful accounts. This amount is estimated by analyzing the percentage of receivables that were written off in prior years.

6. Inventory and Prepaid Items

The inventories of the Town are valued at cost (first-in, first-out), which approximates market. The Town's General Fund inventory consists of expendable supplies that are recorded as expenditures as used rather than when purchased.

The inventory of the Town's enterprise funds consists of materials and supplies held for subsequent use. The cost of these inventories is expensed when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements and expensed as the items are used.

7. Capital Assets

Capital assets are defined by the government as assets with an initial, individual cost of more than a certain cost and an estimated useful life in excess of two years. Minimum capitalization costs are as follows: Land, \$5,000; Buildings, improvements, substations, lines, and other plant and distribution systems, \$5,000; infrastructure, \$5,000; furniture and equipment, \$5,000; and vehicles, \$5,000. Donated capital assets received prior to June 15, 2015 are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015 are recorded at acquisition value. All other purchased or constructed capital assets are reported at cost or estimated historical cost. General infrastructure assets acquired prior to July 1, 2003, consist of the road network and water and sewer assets that were acquired or that received substantial improvements subsequent to July 1, 1980, and are reported as estimated historical cost using deflated replacement cost. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives to the cost of the assets:

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Infrastructure	25
Buildings	50
Improvements	30
Machinery and Equipment	5-10
Utility Work Vehicles	10
Passenger Vehicles	5

8. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Town has four items that meet this criterion, contributions made to the pension plan in the 2018 fiscal year, OPEB contributions, OPEB deferrals, and pension deferrals. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Town has six items that meet this criterion for this category – prepaid taxes, accrued interest receivable, special assessments, property taxes receivable, OPEB deferrals and deferrals of pension expense that result from the implementation of GASB Statement 68.

9. Long-Term Obligations

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. In the fund financial statements for governmental fund types, the face amount of debt issued is reported as other financing sources.

10. Compensated Absences

The vacation policy of the Town provides for the accumulation of earned vacation leave with such leave being fully vested when earned. For employees hired on or after July 1, 2000, the maximum accumulation allowed is 240 hours (340 hours for fire fighters). For employees hired before that date the maximum accumulation is 480 hours (680 hours for fire fighters). For the Town's government-wide and proprietary funds, an expense and a liability for compensated absences and the salary-related payments are recorded as the leave is earned. The portion of that time is estimated to be used in the next fiscal year has been designated as a current liability in the government-wide financial statements.

The Town's sick leave policy provides for an unlimited accumulation of earned sick leave. Sick leave does not vest, but any unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Since the Town does not have an obligation for the accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

11. Net Position/Fund Balances

Net Position

Net position in government-wide and proprietary fund financial statements is classified as net investment in capital assets; restricted; and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, laws or regulations of other governments, or imposed by law through State statutes.

Fund Balances

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Non-spendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Inventories – portion of fund balance that is not an available resource because it represents the year-end balance of ending inventories, which are not spendable resources.

Prepaid Items – portion of fund balance that is not an available resource, because it represents the year-end balance of prepaid items, which are not spendable resources.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Restricted for Stabilization by State Statute – portion of fund balance that is restricted by State Statute [G.S. 159-8(a)].

Restricted for Streets – portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures. This amount represents the balance of the total unexpended Powell Bill funds.

Restricted for Public Safety – portion of fund balance restricted by revenue source for certain emergency telephone system and law enforcement expenditures.

Restricted for General Government – portion of fund balance restricted by donors for a specified use.

Committed Fund Balance – The portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town of Tarboro's governing body (highest level of decision making authority). The governing body can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Assigned Fund Balance – The portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town's governing body (highest level of decision-making authority). Any changes require majority action in the form of a resolution by the governing body.

Subsequent Year's Expenditures – portion of fund balance that is appropriated in the next year's budget that is not already classified in restricted or committed.

Unassigned Fund Balance – The portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds. The General Fund is the only fund that reports a positive Unassigned Fund Balance.

The Town has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Director will use resources in the following hierarchy: bond proceeds, federal funds, State funds, local non-Town funds, and Town funds. For purposes of fund balance classification expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and, lastly, unassigned fund balance. The Finance Director has the authority to deviate from this policy if it is in the best interest of the Town.

The Town has adopted a fund balance policy which instructs management to conduct the business of the Town in such a manner that undesignated available fund balance will be a minimum of 30% of budgeted expenditures for the General Fund; 25% for the Electric Fund; 50% for the Water and Sewer Fund; and 50% for the Solid Waste Fund. Once the minimum fund balance percentage is realized, all revenue in excess of expenditures realized at the end of any given fiscal year will be credited as capital reserves.

12. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, ad pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The Town's employer contributions are recognized when due and the Town has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant areas where estimates are made are allowance for doubtful accounts and depreciation lives.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

II. Detail Notes on All Funds

A. Assets

1. Deposits

All the deposits of the Town are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Town's agents in the Town's names. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town, these deposits are considered to be held by the Town's agents in its name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Town or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town under the Pooling Method, the potential exists for undercollateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Town has adopted a formal policy regarding custodial credit risk for deposits and also relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Town complies with the provisions of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured.

At June 30, 2018, the Town's deposits had a carrying amount of \$8,087,455 and a bank balance of \$8,314,907. Of the bank balance, \$750,000 was covered by federal depository insurance, and the remainder was covered by collateral held under the Pooling Method. At June 30, 2018 the Town's petty cash fund totaled \$3,675.

2. Investments

At June 30, 2018, the Town's investment balances were as follows:

Investment by Type	Valuation Measurement Method	Book Value at 6/30/18	Maturity	Rating
NC Capital Management Trust – Cash Portfolio	Amortized Cost	\$ 1,565,279	N/A	AAAm
NC Capital Management Trust – Term Portfolio	Fair Value Level 1	\$11,475,102	0.23 years	Unrated
Total:		\$13,040,381		

All investments are measured using the market approach: using prices and other relevant information generated by market transactions involving identical or comparable assets or a group of assets.

Level of fair value hierarchy: Level 1: Debt securities valued using directly observable, quoted prices (unadjusted) in active markets for identical assets.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Interest Rate Risk. The Town has no formal investment policy regarding interest rate risk. As a means of limiting its exposure to fair value losses arising from rising interest rates, the Town's internal cash management plan limits at least half of the Town's investment portfolio to maturities of less than 121 days.

Credit Risk. The Town limits investments to provisions of G.S. 159-30 and restricts the purchase of securities to the highest possible ratings whenever particular types of securities are rated. State law limits investments in commercial paper to the top rating issued by nationally recognized statistical rating organizations (NRSROs). As of June 30, 2018, the Town's investments in the NC Capital Management Trust Cash Portfolio carried a credit rating of AAAm by Standard & Poor's. The Town's investment in the NC Capital Management Trust Term Portfolio is unrated. The Term Portfolio is authorized to invest in obligations of the U.S. government and agencies, and in high grade money market instruments as permitted under North Carolina General Statutes 159-30 as amended.

3. Receivables - Allowances for Doubtful Accounts

The amounts presented in the Balance Sheet and the Statement of Net Position for the year ended June 30, 2018 are net of the following allowances for doubtful accounts:

<u>Fund</u>	<u>June 30, 2018</u>
General Fund:	
Taxes receivable	\$ 66,120
Accounts receivable	423,281
Total General Fund	<u>489,401</u>
Enterprise Fund:	
Electric Fund	35,654
Water and Sewer Fund	7,153
Solid Waste Fund	1,811
Total Enterprise Funds	<u>44,618</u>
Total Allowance for Doubtful Accounts	<u>\$ 534,019</u>
Due from other governments that is owed to the Town consists of the following:	
Local option sales tax	\$ 359,329
Sales tax	224,651
Franchise tax	263,279
Total	<u>\$ 847,259</u>

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

4. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

Governmental Activities:	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets not being depreciated:				
Land	\$ 1,909,193	\$ -	\$ -	\$ 1,909,193
Construction in progress	-	-	-	-
Total capital assets not being depreciated	1,909,193	-	-	1,909,193
Capital assets being depreciated:				
Buildings & improvements	9,630,175	183,044	-	9,813,219
Infrastructure - streets	49,940,439	-	-	49,940,439
Infrastructure - sidewalks	549,028	-	-	549,028
Equipment	9,680,167	673,433	472,990	9,880,610
Total capital assets being depreciated	69,799,809	856,477	472,990	70,183,296
Less accumulated depreciation:				
Buildings & improvements	6,342,410	341,021	-	6,683,431
Infrastructure - streets	44,061,354	963,417	-	45,024,771
Infrastructure - sidewalks	549,028	-	-	549,028
Equipment	8,182,575	489,101	472,990	8,198,686
Total accumulated depreciation	59,135,367	\$ 1,793,539	\$ 472,990	60,455,916
Total capital assets being depreciated, net	10,664,442			9,727,380
Governmental activity capital assets, net	<u>\$ 12,573,635</u>			<u>\$ 11,636,573</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

General government	\$ 224,896
Public safety	331,659
Transportation	1,101,428
Cultural and recreational	135,556
	<u>\$ 1,793,539</u>

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Business-type Activities:	Beginning Balances	Increases	Decreases	Ending Balances
Electric Fund				
Capital assets not being depreciated:				
Land	\$ 858,368	\$ -	\$ -	\$ 858,368
Construction in progress	1,226,526	-	-	1,226,526
Total	2,084,894	-	-	2,084,894
Capital assets being depreciated:				
Substation, lines, & related equipment	49,233,422	194,951	-	49,428,373
Office & maintenance equipment	4,145,799	417,770	365,983	4,197,586
Load management	269,713	-	-	269,713
Total	53,648,934	612,721	365,983	53,895,672
Less accumulated depreciation:				
Substation, lines, & related equipment	31,730,371	1,439,069	-	33,169,440
Office & maintenance equipment	3,534,915	190,028	365,983	3,358,960
Load management	269,713	-	-	269,713
Total	35,534,999	\$ 1,629,097	\$ 365,983	36,798,113
Total capital assets being depreciated, net	18,113,935			17,097,559
Electric Fund capital assets, net	<u>\$ 20,198,829</u>			<u>\$ 19,182,453</u>

Business-type Activities:	Beginning Balances	Increases	Decreases	Ending Balances
Water & Sewer Fund				
Capital assets not being depreciated:				
Land	\$ 427,564	\$ -	\$ -	\$ 427,564
Construction in progress	357,858	1,090,387	-	1,448,245
Total	785,422	1,090,387	-	1,875,809
Capital assets being depreciated:				
Plant & distribution system	35,953,780	268,765	-	36,222,545
Office & maintenance equipment	2,095,333	60,564	94,589	2,061,308
Total	38,049,113	329,329	94,589	38,283,853
Less accumulated depreciation:				
Plant & distribution system	25,098,495	1,116,256	-	26,214,751
Office & maintenance equipment	1,896,611	40,731	94,589	1,842,753
Total	26,995,106	\$ 1,156,987	\$ 94,589	28,057,504
Total capital assets being depreciated, net	11,054,007			10,226,349
Water & Sewer Fund capital assets, net	<u>\$ 11,839,429</u>			<u>\$ 12,102,158</u>

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Business-type Activities:	Beginning			Ending
	Balances	Increases	Decreases	Balances
Solid Waste Fund				
Capital assets being depreciated:				
Buildings	\$ 21,274	\$ -	\$ -	\$ 21,274
Maintenance equipment	1,186,725	3,450	-	1,190,175
Total	1,207,999	3,450	-	1,211,449
Less accumulated depreciation:				
Buildings	13,827	709	-	14,536
Maintenance equipment	814,254	92,065	-	906,319
Total	828,081	\$ 92,774	\$ -	920,855
Total capital assets being depreciated, net	379,918			290,594
Solid Waste Fund capital assets, net	379,918			290,594
Business-type activities capital assets, net	\$ 32,418,176			\$ 31,575,205

B. Liabilities

1. Payables

Payables at the government-wide level at June 30, 2018 were as follows:

	Vendors	Other	Total
Governmental Activities:			
General Fund	\$ 214,807	\$ 16,903	\$ 231,710
Non-major Funds	21,207	-	21,207
Total governmental activities	\$ 236,014	\$ 16,903	\$ 252,917
Business-type Activities:			
Electric Fund	\$ 1,715,689	\$ 80,923	\$ 1,796,612
Water & Sewer Fund	133,783	450	134,233
Solid Waste Fund	34,884	-	34,884
Total business-type activities	\$ 1,884,356	\$ 81,373	\$ 1,965,729

2. Pension Plan Obligations

a. Local Governmental Employees' Retirement System

Plan Description. The Town of Tarboro is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOSs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible for retire with full retirement benefits at age 65 with 5 years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with 5 years of creditable service (age 55 for firefighters). Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age (15 years of creditable service for firefighters and rescue squad members who are killed in the line of duty) or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with 5 years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed 5 years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only the North Carolina General Assembly. The Town employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Town's contractually required contribution rate for the year ended June 30, 2018 was 8.25% of compensation for law enforcement officers and 7.50% for general employees and firefighters, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Town were \$573,242 for the year ended June 30, 2018.

Refunds of Contributions – Town employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By State law, refunds to member with at least 5 years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of the refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the Town reported a liability of \$1,782,090 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016. The total pension liability was then rolled forward to the measurement date of June 30, 2017 utilizing updated procedures incorporating the actuarial assumptions. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2017, the Town's proportion was .116%, which was a decrease of .012% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Town recognized pension expense of \$570,780. At June 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 102,665	\$ 50,445
Changes of assumptions	254,507	-
Net difference between projected and actual earnings on pension plan investments	432,693	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,699	83,745
Employer contributions subsequent to the measurement date	573,242	-
Total	<u>\$ 1,364,806</u>	<u>\$ 134,190</u>

\$573,242 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as an increase of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	57,220
2020	489,704
2021	242,830
2022	(132,380)
2023	-
Thereafter	-
	<u>\$ 657,374</u>

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Actuarial Assumptions. The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.50 to 8.10 percent, inflation and productivity factor
Investment rate of return	7.20 percent, net pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2016 valuation were based on the results of an actuarial experience study for the period January 1, 2010 through December 31, 2014.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yield across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity of risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2017 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	100%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2016 asset, liability, and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Discount rate. The discount rate used to measure the total pension liability was 7.20%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's proportionate share of the net pension asset to changes in the discount rate. The following presents the Town's proportionate share of the net pension asset calculated using the discount rate of 7.20 percent, as well as what the Town's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.20 percent) or one percentage point higher (8.20 percent) than the current rate:

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
Town's proportionate share of the net pension liability (asset)	\$ 5,349,871	\$ 1,782,090	\$(1,195,883)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

b. Law Enforcement Officers Special Separation Allowance

- Plan Description.** The Town of Tarboro administers a public employee retirement system (the Separation Allowance), a single-employer defined benefit pension plan that provides retirement benefits to the Town's qualified sworn law enforcement officers under the age of 62 who have completed at least 30 years of creditable service or attained 55 years of age and have completed 5 or more years of creditable service. The Separation Allowance is equal to 0.85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full time law enforcement officers of the Town are covered by the Separation Allowance. At December 31, 2016, the Separation Allowance's membership consisted of:

Inactive Members Currently Receiving Benefits	5
Active Members	26
Total	<u>31</u>

**Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018**

2. Summary of Significant Accounting Policies:

Basis of Accounting. The Town has chosen to fund the Separation Allowance on a pay as you go basis. Pension expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. Benefits are recognized when due and payable in accordance with the terms of the plan.

The Separation Allowance has no assets accumulated in a trust that meets the following criteria which are outlined in GASB 73.

3. Actuarial Assumptions

The entry age actuarial cost method was used in the December 31, 2016 valuation. The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.50 to 7.35 percent, inflation and productivity factor
Discount rate	3.13 percent

The discount rate is based on the yield of the S&P Municipal Bond 20 Year High Grade Rate Index as of December 31, 2017.

Mortality rates are based on the RP-2000 Mortality tables with adjustments for mortality improvements based on Scale AA.

4. Contributions

The Town is required by Article 12D of G.S. Chapter 143 to provide these retirement benefits and has chosen to fund the benefit payments on a pay as you go basis through appropriations made in the General Fund operating budget. There were no contributions made by employees. The Town's obligation to contribute to this plan is established and may be amended by the North Carolina General Assembly. Administration costs of the Separation Allowance are financed through investment earnings. The Town paid \$95,349 as benefits came due for the reporting period.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the Town reported a total pension liability of \$1,371,809. The total pension liability was measured as of December 31, 2017 based on a December 31, 2016 actuarial valuation. The total pension liability was then rolled forward to the measurement date of December 31, 2017 utilizing update procedures incorporating the actuarial assumptions. For the year ended June 30, 2018, the Town recognized pension expense of \$101,991.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 33,485	\$ -
Changes of assumptions	53,150	16,759
Town benefit payments and plan administrative expenses made subsequent to the measurement date	44,678	-
Total	<u>\$ 131,313</u>	<u>\$ 16,759</u>

\$44,678 reported as deferred outflows of resources related to pensions resulting from benefit payments made and administrative expenses incurred subsequent to the measurement date will be recognized as a decrease of the total pension liability in the year ended June 30, 2019. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ 4,469
2020	4,469
2021	4,469
2022	3,352
2023	-
Thereafter	-
	<u>\$ 16,759</u>

\$44,678 paid as benefits came due subsequent to the measurement date are reported as deferred outflows of resources.

Sensitivity of the Town's total pension liability to changes in the discount rate. The following represents the Town's total pension liability calculated using the discount rate of 3.16 percent, as well as what the Town's total pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.16 percent) or 1-percentage-point higher (4.16 percent) than the current rate:

	1% Decrease (2.16%)	Discount Rate (3.16%)	1% Increase (4.16%)
Town's proportionate share of the net pension liability (asset)	\$ 1,468,332	\$ 1,371,809	\$ 1,282,908

**Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018**

**Schedule of Changes in Total Pension Liability
Law Enforcement Officers' Special Separation Allowance**

Total Pension Liability as of December 31, 2016	\$ 1,274,475
Changes for the year:	
Service Cost at end of year	38,309
Interest	47,354
Change in benefit terms	-
Difference between expected and actual experience	41,364
Changes of assumptions and other inputs	65,656
Benefit payments	(95,349)
Other	-
Net changes	<u><u>\$ 97,334</u></u>
Total Pension Liability as of December 31, 2017	<u><u>\$ 1,371,809</u></u>

The plan currently uses mortality tables that vary by age, and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2016 valuation were based on the results of an actuarial experience study for the period January 1, 2010 through December 31, 2014.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Total Expense, Liabilities, and Deferred Outflows and Inflows of Resources of Related to Pensions

Following is information related to the proportionate share and pension expense for all pension plans:

	LGERS	LEOSSA	Total
Pension Expense	\$ 570,780	\$ 101,991	\$ 672,771
Pension Liability	1,782,090	1,371,809	3,153,899
Proportionate share of the net pension liability	0.11665%	N/A	
Deferred Outflows of Resources			
Differences between expected and actual experience	102,665	33,485	136,150
Changes of assumptions	254,507	53,150	307,657
Net difference between projected and actual earning on plan investments	432,693	-	432,693
Changes in proportion and differences between contributions and proportionate share of contributions	1,699	-	1,699
Benefit payments and administrative costs paid subsequent to the measurement date	573,242	44,678	617,920
Deferred Inflows of Resources			
Differences between expected and actual experience	50,445	-	50,445
Changes of assumptions	-	16,759	16,759
Net difference between projected and actual earning on plan investments	-	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	83,745	-	83,745

c. Supplemental Retirement Income Plan for Law Enforcement Officers

Plan Description. The Town contributes to the Supplemental Retirement Income Plan (Plan), a defined contribution pension plan, administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers employed by the Town. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The Supplemental Retirement Income Plan for Law Enforcement Officers is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

Funding Policy. Article 12E of G.S. Chapter 143 requires the Town to contribute each month an amount equal to five percent of each officer's salary, and all amounts contributed are vested immediately. Also, the law enforcement officers may make voluntary contributions to the plan. Contributions for the year ended June 30, 2018 were \$94,216, which consisted of \$77,549 from the Town and \$16,667 from the law enforcement officers.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

d. Other Postemployment Benefits

Healthcare Benefits

Plan Description. Under the terms of a Town resolution, the Town administers a single-employer defined benefit Healthcare Benefits Plan (the HCB Plan). The Town Board has the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75.

Benefits Provided. Prior to August 1, 2011, retirees qualified for benefits similar to those of employees after a minimum of five years of creditable service with the Town. The Town pays the full cost of coverage for employees' benefits through private insurers and employees have the option of purchasing dependent coverage at the Town's group rates. Employees hired on or after August 1, 2011 who retire with a minimum of 20 years of creditable service also have the option of purchasing coverage for themselves and dependents at the Town's group rate. Employees hired on or after August 1, 2011 who retire with less than 20 years of service are not eligible for postemployment coverage. Retirees who qualify for coverage receive the same benefits as active employees. Coverage for all retirees who are eligible for Medicare will be transferred to a Medicare Supplemental plan after qualifying for Medicare. The Town Council may amend the benefit provisions. A separate report was not issued for the plan.

Membership of the HCB Plan consisted of the following at December 31, 2017, the date of the latest actuarial valuation:

	General Employees	Law Enforcement Officers
Retirees and dependents receiving benefits	80	5
Terminated plan members entitled to but not yet receiving benefits	-	-
Active plan members	83	26
Total	<u>163</u>	<u>31</u>

Total OPEB Liability

The Town's total OPEB liability of \$22,516,950 was measured as of December 31, 2017 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs. The total OPEB liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

Inflation	2.5 percent
Salary increases	3.5 percent, average, including inflation
Discount rate	3.56 percent
Healthcare cost trend rates	Medical – 5.5%
	Prescription – 7.50%
	Admin Expenses – 3.00%

Town of Tarboro, North Carolina
Notes to the Financial Statements
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The discount rate is based on the yield of the S&P Municipal Bond 20 Year High Grade Rate Index as of the measurement date.

Changes in the Total OPEB Liability

	Total OPEB Liability
Total OPEB Liability as of July 1, 2016	\$ 24,048,710
Changes for the year:	
Service cost	639,330
Interest	716,306
Changes of benefit terms	-
Differences between expected and actual experience	(37,086)
Changes in assumptions or other inputs	(2,344,207)
Benefit payments	(506,103)
Other	-
Net Changes	\$ (1,531,760)
Total OPEB Liability as of June 30, 2017	\$ 22,516,950

Changes in assumptions and other inputs reflect a change in the discount rate from 3.01% to 3.56%.

Mortality rates were based on the RP-2014 Total Data Set for Healthy Annuitants Mortality Table.

The actuarial assumptions used in the December 31, 2017 valuation were based on the results of an actuarial experience study for the period January 2010 through December 2014.

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.56 percent) or 1-percentage-point higher (4.56 percent) than the current discount rate:

	1% Decrease	Discount Rate (3.56%)	1% Increase
Total OPEB Liability	\$ 27,048,710	\$ 22,516,950	\$ 19,010,525

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1- percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Discount Rate (Medical – 5.5%, Prescription – 7.5%, Admin Expenses – 3.0%)	1% Increase
Total OPEB Liability	\$18,730,898	\$ 22,516,950	\$27,503,679

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2018, the Town recognized OPEB expense of \$83,840. At June 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 30,256
Changes of assumptions	-	1,912,493
Town benefit payments and plan administrative expenses made subsequent to the measurement date	442,039	-
Total	<u>\$ 442,039</u>	<u>\$ 1,942,749</u>

\$442,039 reported as deferred outflows of resources related to pensions resulting from benefit payments made and administrative expenses incurred subsequent to the measurement date will be recognized as a decrease of the total pension liability in the year ended June 30, 2019. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ 438,544
2020	438,544
2021	438,544
2022	438,544
2023	188,573
Thereafter	-
	<u>\$ 1,942,749</u>

3. Other Employment Benefits

The Town has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months salary in a row during the 24 months prior to the employee's death, but the benefit will be a minimum of \$25,000 and will not exceed \$50,000. All death benefit payments are made from the Death Benefit Plan. The Town has no liability beyond the payment of monthly contributions. Contributions are determined as a percentage of monthly payrolls, based upon rates established annually by the State. Separate rates are set for employees not engaged in law enforcement and for law enforcement officers. Because the benefit payments are made by the Death Benefit Plan and not by the Town, the Town does not determine the number of eligible participants. For the fiscal year ended June 30, 2018, the Town

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

made contributions to the State for death benefits of \$4,013. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. The Town considers these contributions to be immaterial.

4. Internal Revenue Code Section 457 Plans

The Town offers its employees two deferred compensation plans created in accordance with Internal Revenue Code Section 457. The plans, available to all Town employees, permit them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Town has complied with changes in the laws, which govern the Town's Deferred Compensation Plan, requiring all assets of the plan to be held in a trust for the exclusive benefit of the participants and their beneficiaries.

5. Internal Revenue Code Section 401(k) Plan

The Town also offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 401(k). The plan is sponsored by the State of North Carolina and is governed by the Department of State Treasurer and the Plan's Board of Trustees. The Department and Board have contracted with Prudential Retirement Services to be the plan administrator.

The plan is available to all Town employees. The plan permits the employees to defer a portion of their salary until future years. The deferred compensation is not available until termination, retirement, death, or financial hardships. Total contributions for the year ended June 30, 2018 were \$416,553, which consisted of \$296,722 from the Town and \$119,831 from employees. The Town's discretionary contribution and the employees' voluntary contribution represent 6.00% of the covered payroll amount.

6. Deferred Outflows and Inflows of Resources

Deferred outflows of resources at year-end were comprised of the following:

	<u>Amount</u>
Contributions to the pension plan in the current fiscal year - LGERS	\$ 573,242
Contributions to the pension plan in the current fiscal year - LEO	44,678
OPEB contributions to the plan in the current year	442,039
Pension deferrals - LGERS	791,564
Pension deferrals - LEO	86,635
OPEB deferrals	-
	<u>\$ 1,938,158</u>

Town of Tarboro, North Carolina
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Deferred inflows of resources at year-end were comprised of the following:

General Fund:	Amount
Prepaid taxes	\$ 9,796
Special assessments receivable	69,917
Taxes receivable	280,265
	<u>\$ 359,978</u>

Government-wide Activities:	Amount
Prepaid taxes	\$ 9,796
Pension deferrals - LGERS	134,190
Pension deferrals - LEO	16,759
OPEB deferrals	1,942,749
	<u>\$ 2,103,494</u>

7. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in three self-funded risk-financing pools administered by the North Carolina League of Municipalities. Through these pools, the Town obtains general liability and auto liability coverage of \$1 million per occurrence, property coverage up to the total insured values of the property policy, workers' compensation coverage up to statutory limits, and employee health coverage. The liability and property exposures are reinsured through commercial carriers for claims in excess of retentions as selected by the Board of Trustees of the Plan each year. Stop loss insurance is purchased by the Board of Trustees of the Plan to protect against large medical claims that exceed certain dollar cost levels. Specific information on the limits of the reinsurance, excess and stop loss policies purchased by the Board of Trustees of the Plan can be obtained by contacting the Risk Management Services Department of the NC League of Municipalities. The pools are audited annually by certified public accountants, and the audited financial statements are available to the Town upon request.

The Town continues to carry commercial insurance for public officials' liability and law enforcement liability. Settled claims from all risks have not exceeded insurance coverage in any of the last three fiscal years.

The Town carries flood insurance through the National Flood Insurance Plan (NFIP). Because the Town is in an area of the State that has been mapped and designated an "A" area (an area close to a river, lake, or stream) by the Federal Emergency Management Agency, the Town is eligible to purchase coverage of \$500,000 per structure through the NFIP. The Town has total flood insurance coverage of \$2,500,000.

In accordance with G.S. 159-29, the Town's employees that have access to \$100 or more at any given time of the Town's funds are performance bonded through a commercial surety bond. The Finance Officer and Tax Collector are each individually bonded for \$50,000.

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

8. Long-Term Obligations

a. Revolving ARRA Loan

A Promissory Note in the amount of \$146,765 was executed on January 6, 2010. The Federal Revolving Loan is due in annual installments of \$7,338 through May 2, 2030 at 0.00% interest. The balance of the revolving loan as of June 30, 2018 is \$88,061. Annual debt service payments are as follows:

Year Ending June 30,	Principal	Interest
2019	\$ 7,338	\$ -
2020	7,338	-
2021	7,338	-
2022	7,338	-
2023	7,338	-
2024-2028	36,690	-
2029-2033	14,681	-
Total	<u>\$ 88,061</u>	<u>\$ -</u>

b. Installment Purchases

In November 2013, the Town entered into an installment purchase agreement with Branch Banking and Trust Co. to purchase specialized equipment for the enterprise funds. The agreement requires monthly principal and interest payments in the amount of \$9,621 through November 2018 at 2.290% interest. Annual debt service payments are as follows:

Year Ending June 30,	Principal	Interest
2019	\$ 47,831	\$ 274
Total	<u>\$ 47,831</u>	<u>\$ 274</u>

In August 2014, the Town entered into an installment purchase agreement with Branch Banking and Trust Co. to purchase specialized equipment for the Solid Waste Fund. The agreement requires annual principal and interest payments in the amount of \$73,599 through August 2019 at 2.190% interest. Annual debt service payments are as follows:

Year Ending June 30,	Principal	Interest
2019	\$ 70,478	\$ 21
2020	72,021	1,577
Total	<u>\$ 142,499</u>	<u>\$ 1,598</u>

In March 2015, the Town entered into an agreement with the Department of Environmental Quality – Division of Water Infrastructure under the Water Pollution Control Revolving Fund program. Under the agreement, the original principal amount

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

of \$937,750 is immediately reduced by 50% to \$468,875. The agreement requires annual payments in the amount of \$23,434 through May 2035 at 0.00% interest. Annual debt service payments are as follows:

Year Ending		
June 30,	Principal	Interest
2019	\$ 22,140	\$ -
2020	22,140	-
2021	22,140	-
2022	22,140	-
2023	22,140	-
2024-2028	110,700	-
2029-2033	110,700	-
2034-2038	44,278	-
Total	\$ 376,378	\$ -

At June 30, 2018, the Town had a legal debt margin of \$71,429,706.

c. Changes in Long-Term Liabilities

A summary of changes in long-term obligations follows:

	Restated Balance			Balance	Current
Governmental Activities:	July 1, 2017	Increases	Decreases	June 30, 2018	Portion
Compensated absences	\$ 592,900	\$ 212,075	\$ 128,672	\$ 676,303	\$ 81,156
Net pension liability (LGRS)	1,429,259	-	415,072	1,014,187	-
Total pension liability (LEO)	1,274,475	97,334	-	1,371,809	-
Total OPEB liability	18,132,849	-	1,200,103	16,932,746	-
Total governmental activities	\$ 21,429,483	\$ 309,409	\$ 1,743,847	\$ 19,995,045	\$ 81,156

	Restated Balance			Balance	Current
Business-type Activities:	July 1, 2017	Increases	Decreases	June 30, 2018	Portion
Electric Fund					
Compensated absences	\$ 149,509	\$ 9,586	\$ 37,368	\$ 121,727	\$ 14,607
BB&T Note payable	63,845	-	44,852	18,993	18,993
Net pension liability (LGRS)	443,835	-	96,862	346,973	-
Total OPEB liability	2,561,436	-	111,591	2,449,845	-
Total Electric Fund	\$ 3,218,625	\$ 9,586	\$ 290,673	\$ 2,937,538	\$ 33,600

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

Business-type Activities:	Restated Balance			Balance	Current
	July 1, 2017	Increases	Decreases	June 30, 2018	Portion
Water and Sewer Fund					
Compensated absences	\$ 80,302	\$ 39,020	\$ 33,715	\$ 85,607	\$ 10,723
ARRA Revolving Loan	95,399	-	7,338	88,061	7,338
DENR Revolving Loan	398,518	-	22,140	376,378	22,140
BB&T Note Payable	96,941	-	68,103	28,838	28,838
Net pension liability (LGERS)	493,759	-	150,350	343,409	-
Total OPEB liability	3,277,131	-	142,772	3,134,359	-
Total Water and Sewer Fund	<u>\$ 4,442,050</u>	<u>\$ 39,020</u>	<u>\$ 424,418</u>	<u>\$ 4,056,652</u>	<u>\$ 69,039</u>

Business-type Activities:	Restated Balance			Balance	Current
	July 1, 2017	Increases	Decreases	June 30, 2018	Portion
Solid Waste Fund					
Compensated absences	\$ 17,311	\$ 2,657	\$ 2,796	\$ 17,172	\$ 2,057
Note payable	211,467	-	68,968	142,499	70,478
Net pension liability (LGERS)	88,052	-	10,531	77,521	-
Total OPEB liability	-	-	-	-	-
Total Solid Waste Fund	<u>\$ 316,830</u>	<u>\$ 2,657</u>	<u>\$ 82,295</u>	<u>\$ 237,192</u>	<u>\$ 72,535</u>

Compensated absences, OPEB obligation, and net pension obligation for governmental activities have typically been liquidated in the General Fund.

C. Interfund Balances and Activity

Transfers to/from other funds at June 30, 2018, consist of the following:

From the Electric Fund to the General Fund \$ 1,669,977

Transfers are used to move unrestricted revenues to finance various programs that the government must account for in other funds in accordance with budgetary authorizations, including amounts provided matching funds for various grant programs.

D. Fund Balance

The following schedule provides management and citizens with information on the portion of General Fund balance that is available for appropriation:

Total Fund Balance - General Fund	\$ 5,646,236
Less restricted for:	
Inventories	58,189
Prepays	157,940
Stabilization by State Statute	825,856
Streets	1,438,172
Subsequent year's expenditures	132,909
Working Capital / Fund Balance Policy	3,351,493
Available Fund Balance	<u>\$ (318,323)</u>

Town of Tarboro, North Carolina
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2018

The Town has adopted a fund balance policy for the General Fund which instructs management to conduct the business of the Town in such a manner that available fund balance is at least equal to or greater than 30% of budgeted expenditures.

III. Jointly Governed Organization

The Town, in conjunction with other local governments, is a member of the North Carolina Eastern Municipal Agency (the Agency). The Agency was formed to enable municipalities that own electric distribution systems to finance, construct, own, operate, and maintain generation and transmission facilities. Each participating government appoints one commissioner to the Agency's governing board. The 32 members, that receive power from the Agency, have signed power sales agreements to purchase a specified shared of the power generated by the Agency. Except for the power sales purchase requirements, no local government participant has any obligation, entitlement, or residual interest. The Town's purchases of power for the year ended June 30, 2018 totaled \$14,455,343.

The Town, in conjunction with 5 counties and other municipalities, established the Upper Coastal Plain Council of Governments (Council). The participating governments established the council to coordinate various funding received from federal and State agencies. Each participating government appoints one member to the Council's governing board. The Town paid membership fees of \$8,459 to the Council during the fiscal year ended June 30, 2018.

IV. Joint Ventures

The Town participates in three joint ventures with Edgecombe County (County) as follows: Tarboro-Edgecombe Airport Authority, Edgecombe County Memorial Library, and Edgecombe County Cultural Arts Council, Inc.

Tarboro-Edgecombe Airport Authority

The Town, in conjunction with the County, participates in a regional airport. Each government appoints three members to the seven-member board. The seventh member is jointly appointed by both governments. The Airport is a joint venture established to facilitate economic expansion within the County and improve the quality of life for its citizens. The Airport has been in existence for twenty-six years, but it is not self-sustaining. The Town has an ongoing financial responsibility for the Airport to honor any deficiencies in the event that proceeds from other default remedies are insufficient. The Town contributed \$14,209 to the Airport during the fiscal year ended June 30, 2018. The government does not have any equity interest in the joint venture, so no equity interest has been reflected in the financial statements at June 30, 2018. Complete financial statements for the Airport Authority can be obtained from the Airport's administrative offices at 500 Main Street, Tarboro, North Carolina 27886.

Edgecombe County Memorial Library

The Town also participates in a joint venture to operate a regional library with the County. Each government appoints three Board members to the six-member Board of the Library. The Town has an ongoing financial responsibility for the joint venture because the Library's continued existence depends on the participating governments' continued funding. None of the participating governments have any equity interest in the Library, so no equity interest has been reflected in the financial statements at June 30, 2018. In accordance with the intergovernmental agreement between governments, the Town contributed \$146,528 to the Library to supplement its activities during the year ended June 30, 2018. Complete financial statements for the Library can be obtained from the Library's offices at 909 Main Street, Tarboro, North Carolina 27886.

Town of Tarboro, North Carolina
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For the Fiscal Year Ended June 30, 2018

Edgecombe County Cultural Arts Council, Inc.

The Town also participates in a joint venture with the County to operate a regional Arts Council. The Town appoints six members of the nineteen Board members to the Board of Arts Council. Neither participating governments has any equity interest in the Arts Council, so no equity interest has been reflected in the financial statements at June 30, 2018. The Town contributed \$35,431 to the Arts Council during the year ended June 30, 2018. Complete financial statements for the Arts Council can be obtained from the Arts Council office at 130 Bridgers Street, Tarboro, North Carolina 27886.

V. Summary Disclosure of Significant Contingencies

Federal and State Assisted Programs

The Town has received proceeds from several federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant moneys to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant moneys.

VI. Subsequent Events

The Town has evaluated events from the date of the balance sheet through the date the report is available to be issued which is the date of the independent auditors' report. The Town has not evaluated subsequent events after that date. There were no subsequent events during this period that require disclosure.

VII. Related Party Transactions

In accordance with NCGS 14-234, on December 12, 2016, the Town Council of the Town of Tarboro adopted a resolution authorizing the continuation of purchasing practices with Marrow-Pitt Hardware Co, Inc. by the Town, its manager, and staff. Marrow-Pitt Hardware Co, Inc. is owned by the Mayor of the Town. The Town expended \$39,024 as of June 30, 2018.

VIII. Economic Development Incentive Agreement

The Town of Tarboro entered into an Economic Development Incentive Agreement with Superior Essex Communications LP (Superior Essex), under North Carolina General Statutes 158-7.1. Under the Statute, counties and cities may grant appropriations to businesses to increase economic development. In the agreement, the Town of Tarboro is to repay Superior Essex 50% of its ad valorem tax base for the span of 10 years.

For the fiscal year ended June 30, 2018, the Town appropriated \$61,665 to Superior Essex.

IX. Change in Accounting Principle

The Town implemented Governmental Accounting Standards Board (GASB) No. Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, in the fiscal year ending June 30, 2018. The implementation of the statement required the Town to record beginning total OPEB liability and the effects on net position of benefit payments and administrative expenses paid by the Town related to OPEB during the measurement period (fiscal year ending December 31, 2017). Beginning deferred outflows and inflows of resources associated with the implementation were excluded from the restatement. As a result, net position for the governmental activities decreased \$14,509,810 and \$3,594,187 for the business-type activities.

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REQUIRED SUPPLEMENTAL FINANCIAL DATA

This section contains additional information required by generally accepted accounting principles. Presentation conforms to requirements of the Local Government Commission in North Carolina.

Schedule of Changes in Total Pension Liability for the Law
Enforcement Officers' Special Separation Allowance

Schedule of Total Pension Liability as a Percentage of Covered
Payroll for the Law Enforcement Officers' Special Separation
Allowance

Schedule of Proportionate Share of the Net Pension Asset for
Local Government Employees' Retirement System

Schedule of Contributions for Local Government Employees'
Retirement System

Schedule of Changes in the Total OPEB Liability

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Town of Tarboro, North Carolina
Schedule of Changes in Total Pension Liability
Law Enforcement Officers' Special Separation Allowance
Required Supplementary Information
For the Year Ended June 30, 2018

	2018	2017
Beginning balance	\$ 1,274,475	\$ 1,276,518
Service cost	38,309	41,375
Interest on the total pension liability	47,354	44,462
Changes of benefit terms	-	-
Differences between expected and actual experience in the measurement of the total pension liability	41,364	-
Changes of assumptions or other inputs	65,656	(25,697)
Benefit payments	(95,349)	(62,183)
Other changes	-	-
Ending balance of the total pension liability	<u>\$ 1,371,809</u>	<u>\$ 1,274,475</u>

Note:

The pension schedules in the required supplementary information are intended to show information for ten years. Additional information will be displayed as it becomes available.

Town of Tarboro, North Carolina
Schedule of Total Pension Liability as a Percentage of Covered Payroll
Law Enforcement Officers' Special Separation Allowance
Required Supplementary Information
For the Year Ended June 30, 2018

	2018	2017
Total pension liability	\$ 1,371,809	\$ 1,274,475
Covered payroll	1,348,012	1,440,836
Total pension liability as a percentage of covered payroll	101.77%	88.45%

Note:

The Town of Tarboro has no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB 73 to pay related benefits.

The pension schedules in the required supplementary information are intended to show information for ten years. Additional information will be displayed as it becomes available.

Town of Tarboro
Town of Tarboro's Proportionate Share of Net Pension Liability (Asset)
Required Supplementary Information
Last Five Fiscal Years *
Local Government Employees' Retirement System

	2018	2017	2016	2015	2014
Tarboro's proportion of the net pension liability (asset) (%)	0.11665%	0.11567%	0.12727%	0.12630%	0.12700%
Tarboro's proportion of the net pension liability (asset) (\$)	\$1,782,090	\$2,454,905	\$ 571,181	\$ (744,850)	\$1,530,838
Tarboro's covered-employee payroll	\$7,195,482	\$6,733,997	\$6,073,633	\$5,896,667	\$6,110,651
Tarboro's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	24.77%	36.46%	9.40%	(12.63%)	25.05%
Plan fiduciary net position as a percentage of the total pension liability**	94.18%	91.47%	98.09%	102.64%	94.35%

Note:

* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

** This will be the same percentage for all participant employers in the LGERS plan.

The pension schedules in the required supplementary information are intended to show information for ten years. Additional information will be displayed as it becomes available.

Town of Tarboro
Town of Tarboro's Contributions
Required Supplementary Information
Last Five Fiscal Years
Local Government Employees' Retirement System

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 573,242	\$ 537,323	\$ 459,711	\$ 437,582	\$ 429,301
Contributions in relation to the contractually required contribution	573,242	537,323	459,711	437,582	429,301
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Tarboro's covered-employee payroll	\$ 7,714,482	\$ 7,195,482	\$ 6,733,997	\$ 6,073,633	\$ 5,896,667
Contributions as a percentage of covered-employee payroll	7.43%	7.47%	6.83%	7.20%	7.28%

Note:

The pension schedules in the required supplementary information are intended to show information for ten years. Additional information will be displayed as it becomes available.

Town of Tarboro, North Carolina
Schedule of Changes in Total OPEB Liability
Required Supplementary Information
For the Year Ended June 30, 2018

Total OPEB Liability	2018
Service cost	\$ 639,330
Interest	716,306
Changes of benefit terms	-
Differences between expected and actual experience	(37,086)
Changes of assumptions	(2,344,207)
Benefit payments	(506,103)
Net change in total OPEB liability	-
Total OPEB liability - beginning	24,048,710
Total OPEB liability - ending	<u><u>\$ 22,516,950</u></u>

Note:

The OPEB schedule in the required supplementary information is intended to show information for ten years. Additional information will be displayed as it becomes available.

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MAJOR GOVERNMENTAL FUND

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Town of Tarboro, North Carolina
General Fund
Schedule of Revenues, Expenditures, and
Changes in Fund Balances - Annual Budget and Actual
For the Fiscal Year Ended June 30, 2018

	Budget	Actual	Variance Positive (Negative)
Revenues:			
Ad valorem taxes			
Taxes	\$ -	\$ 3,667,487	\$ -
Penalties and interest		31,964	
Total	3,678,100	3,699,451	21,351
Other taxes and licenses			
Cable TV franchise		164,455	
Rental vehicle tax		6,296	
Auto sticker fees		45,496	
Dog licenses/beer wine		1,535	
Total	236,250	217,782	(18,468)
Unrestricted intergovernmental			
Local option sales tax		2,140,883	
Payments in lieu of taxes - outside sources		31,577	
Utility sales tax		916,281	
Beer and wine tax		47,025	
ABC profit distribution		12,228	
Total	3,109,500	3,147,994	38,494
Restricted intergovernmental			
Powell Bill allocation		312,420	
Federal nutrition program		47,716	
Federal aging program		-	
Other grants		92,158	
Total	466,940	452,294	(14,646)
Permits and fees			
Building permits		38,821	
Fees		36,442	
Business registration fee		330	
Total	81,100	75,593	(5,507)
Sales and Services			
Recreation department fees		108,178	
Sale of cemetery lots		32,000	
Rent revenue		15,604	
Total	182,400	155,782	(26,618)
Investment earnings	18,200	50,775	32,575

Town of Tarboro, North Carolina
General Fund
Schedule of Revenues, Expenditures, and
Changes in Fund Balances - Annual Budget and Actual
For the Fiscal Year Ended June 30, 2018

	Budget	Actual	Variance Positive (Negative)
Miscellaneous			
Sale of materials and property		21,422	
Other		70,251	
Total	130,300	91,673	(38,627)
Charges for Services			
Electric		231,638	
Water and sewer		135,885	
Solid waste		27,602	
Total	395,125	395,125	-
Total revenues	8,297,915	8,286,469	(11,446)
Expenditures:			
General Government:			
Governing Body			
Salaries and employee benefits		43,673	
Operating expenditures		30,665	
Total	79,680	74,338	5,342
Administration			
Salaries and employee benefits		122,683	
Operating expenditures		389,051	
Total	538,875	511,734	27,141
Finance - Accounting			
Salaries and employee benefits		57,800	
Operating expenditures		163,919	
Capital outlay		-	
Total	284,850	221,719	63,131
Finance - Administration			
Salaries and employee benefits		49,653	
Operating expenditures		32,613	
Total	98,145	82,266	15,879
Finance - Collections			
Salaries and employee benefits		84,695	
Operating expenditures		23,794	
Total	116,276	108,489	7,787

Town of Tarboro, North Carolina
General Fund
Schedule of Revenues, Expenditures, and
Changes in Fund Balances - Annual Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Planning and Economic Development			
Salaries and employee benefits		160,517	
Operating expenditures		70,749	
Capital outlay		35,768	
Total	<u>477,541</u>	<u>267,034</u>	<u>210,507</u>
Public Works			
Salaries and employee benefits		729,423	
Operating expenditures		392,975	
Capital Outlay		151,319	
Total	<u>1,390,312</u>	<u>1,273,717</u>	<u>116,595</u>
Payments to Outside Agencies			
Tarboro-Edgecombe Airport		14,209	
Edgecombe County Library		146,528	
Blount-Bridgers House		35,431	
Carolinass Gateway Partnership		43,713	
Total	<u>240,172</u>	<u>239,881</u>	<u>291</u>
Total general government	<u>3,225,851</u>	<u>2,779,178</u>	<u>446,673</u>
Public Safety:			
Police			
Salaries and employee benefits		2,531,750	
Operating expenditures		377,182	
Capital outlay		345,698	
Total	<u>3,518,296</u>	<u>3,254,630</u>	<u>263,666</u>
Fire			
Salaries and employee benefits		1,477,464	
Operating expenditures		163,912	
Capital Outlay		11,600	
Total	<u>1,733,780</u>	<u>1,652,976</u>	<u>80,804</u>
Total public safety	<u>5,252,076</u>	<u>4,907,606</u>	<u>344,470</u>

Town of Tarboro, North Carolina
General Fund
Schedule of Revenues, Expenditures, and
Changes in Fund Balances - Annual Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Transportation:			
Streets and Highways			
Salaries and employee benefits		378,087	
Operating expenditures		427,549	
Capital outlay		28,748	
Total transportation	<u>1,150,670</u>	<u>834,384</u>	<u>316,286</u>
Cultural and recreational:			
Parks and Recreation			
Salaries and employee benefits		846,734	
Operating expenditures		427,375	
Capital outlay		127,566	
Total cultural and recreational	<u>1,543,048</u>	<u>1,401,675</u>	<u>141,373</u>
Total expenditures	<u>11,171,645</u>	<u>9,922,843</u>	<u>1,248,802</u>
Revenues over (under) expenditures	<u>(2,873,730)</u>	<u>(1,636,374)</u>	<u>1,237,356</u>
Other financing sources (uses):			
Capital Outlay Reserve Appropriation	616,200	-	(616,200)
Appropriated fund balance	587,553	-	(587,553)
Transfers from other funds	<u>1,669,977</u>	<u>1,669,977</u>	<u>-</u>
Total other financing sources (uses)	<u>2,873,730</u>	<u>1,669,977</u>	<u>(1,203,753)</u>
Revenues and other financing sources over expenditures and other financing uses	<u>\$ -</u>	<u>33,603</u>	<u>\$ 33,603</u>
Fund balance, beginning		5,612,633	
Fund balance, ending		<u>\$ 5,646,236</u>	

NON-MAJOR GOVERNMENTAL FUNDS

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Town of Tarboro, North Carolina
Combining Balance Sheet
Non-Major Governmental Funds
For the Year Ended June 30, 2018

	Emergency Telephone System Fund	Law Enforcement Fund	Employee Relief Fund	Hurricane Matthew Relief Fund	Total Non-Major Governmental Funds
Assets:					
Cash and cash equivalents	\$ -	\$ 62,824	\$ 400	\$ 273,315	\$ 336,539
Restricted cash	138,846	-	-	-	138,846
Other receivables - net	415	982	-	93	1,490
Due from other governments	10,318	-	-	-	10,318
Total assets	149,579	63,806	400	273,408	487,193
Liabilities and Fund Balances:					
Liabilities:					
Accounts payable	21,207	-	-	-	21,207
Due to other funds	-	-	-	-	-
Total liabilities	21,207	-	-	-	21,207
Fund Balances:					
Restricted:					
General government	-	-	400	-	400
Public safety	128,372	63,806	-	-	192,178
Unassigned	-	-	-	273,408	273,408
Total fund balances	128,372	63,806	400	273,408	465,986
Total liabilities and fund balances	\$ 149,579	\$ 63,806	\$ 400	\$ 273,408	\$ 487,193

Town of Tarboro, North Carolina
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
Non-Major Governmental Funds
For the Year Ended June 30, 2018

	Emergency Telephone System Fund	Law Enforcement Fund	Employee Relief Fund	Hurricane Matthew Relief Fund	Total Non-Major Governmental Funds
Revenues					
Unrestricted intergovernmental	\$ -	\$ 34,714	\$ -	\$ -	\$ 34,714
Restricted intergovernmental	120,286	-	-	746,689	866,975
Miscellaneous revenues	-	-	-	-	-
Investment earnings	14,079	448	-	-	14,527
Total revenues	<u>134,365</u>	<u>35,162</u>	<u>-</u>	<u>746,689</u>	<u>916,216</u>
Expenditures					
General government	-	-	-	343,217	343,217
Public safety	75,126	22,007	-	-	97,133
Economic and physical development	-	-	-	-	-
Capital outlay	155,778	-	-	-	155,778
Total expenditures	<u>230,904</u>	<u>22,007</u>	<u>-</u>	<u>343,217</u>	<u>596,128</u>
Revenues over (under) expenses	(96,539)	13,155	-	403,472	320,088
Fund balance, beginning	<u>224,911</u>	<u>50,651</u>	<u>400</u>	<u>(130,064)</u>	<u>145,898</u>
Fund balance, ending	<u>\$ 128,372</u>	<u>\$ 63,806</u>	<u>\$ 400</u>	<u>\$ 273,408</u>	<u>\$ 465,986</u>

NON-MAJOR SPECIAL REVENUE FUNDS

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Town of Tarboro, North Carolina
Emergency Telephone System Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Restricted intergovernmental	\$ 120,286	\$ 120,286	\$ -
Investment earnings	500	14,079	13,579
Total revenues	<u>120,786</u>	<u>134,365</u>	<u>13,579</u>
Expenditures			
Public safety	120,786	75,126	45,660
Capital outlay	158,815	155,778	3,037
Total expenditures	<u>279,601</u>	<u>230,904</u>	<u>48,697</u>
Revenues over (under) expenses	(158,815)	(96,539)	62,276
Other financing sources (uses):			
Appropriated fund balance	<u>158,815</u>	<u>-</u>	<u>(158,815)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	<u>\$ -</u>	(96,539)	<u>\$ (96,539)</u>
Fund balance, beginning		<u>224,911</u>	
Fund balance, ending		<u>\$ 128,372</u>	

Town of Tarboro, North Carolina
Law Enforcement Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Unrestricted Intergovernmental	\$ 37,000	\$ 34,714	\$ (2,286)
Investment earnings	150	448	298
Total revenues	<u>37,150</u>	<u>35,162</u>	<u>(1,988)</u>
Expenditures			
Public safety	27,150	22,007	5,143
Capital outlay	10,000	-	10,000
Total expenditures	<u>37,150</u>	<u>22,007</u>	<u>15,143</u>
Revenues over (under) expenses	-	13,155	13,155
Other financing sources (uses):			
Appropriated fund balance	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures	<u>\$ -</u>	13,155	<u>\$ 13,155</u>
Fund balance, beginning		<u>50,651</u>	
Fund balance, ending		<u>\$ 63,806</u>	

Town of Tarboro, North Carolina
Employee Relief Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Miscellaneous revenues	\$ -	\$ -	\$ -
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
General government	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) expenses	-	-	-
Other financing sources (uses):			
Appropriated fund balance	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
Fund balance, beginning		<u>400</u>	
Fund balance, ending		<u>\$ 400</u>	

Town of Tarboro, North Carolina
Hurricane Matthew Relief Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Restricted intergovernmental	\$ 850,000	\$ 746,689	\$ (103,311)
Miscellaneous revenues	-	-	-
Total revenues	<u>850,000</u>	<u>746,689</u>	<u>(103,311)</u>
Expenditures			
General government	<u>850,000</u>	<u>343,217</u>	<u>506,783</u>
Total expenditures	<u>850,000</u>	<u>343,217</u>	<u>506,783</u>
Revenues over (under) expenses	-	403,472	403,472
Other financing sources (uses):			
Appropriated fund balance	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures	<u>\$ -</u>	403,472	<u>\$ 403,472</u>
Fund balance, beginning		<u>(130,064)</u>	
Fund balance, ending		<u>\$ 273,408</u>	

ENTERPRISE FUNDS

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Town of Tarboro, North Carolina
Electric Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Operating revenues:			
Electricity sales		\$ 23,169,158	
Other operating revenues		138,326	
Total operating revenues	<u>23,120,600</u>	<u>23,307,484</u>	<u>186,884</u>
Non-operating revenues:			
Interest on investments		116,625	
Sale of equipment and materials		56,646	
Miscellaneous		7,645	
Total non-operating revenues	<u>110,000</u>	<u>180,916</u>	<u>70,916</u>
Total revenues	<u>23,230,600</u>	<u>23,488,400</u>	<u>257,800</u>
Expenditures:			
Administration and operations:			
Salaries and employee benefits		1,933,800	
Administration		720,167	
Operations		484,820	
Total administration and operations	<u>3,329,495</u>	<u>3,138,787</u>	<u>190,708</u>
Other operating expenditures:			
Load management	<u>167,000</u>	<u>165,870</u>	<u>1,130</u>
Electrical power purchases	<u>18,000,000</u>	<u>14,455,343</u>	<u>3,544,657</u>
Capital outlay:			
Distribution system		194,951	
Equipment		417,770	
Total capital outlay	<u>1,020,485</u>	<u>612,721</u>	<u>407,764</u>
Debt service:			
Interest and other charges		993	
Principal retirement		44,852	
Total debt service	<u>45,847</u>	<u>45,845</u>	<u>2</u>
Total expenditures	<u>22,562,827</u>	<u>18,418,566</u>	<u>4,144,261</u>
Revenues over (under) expenditures	<u>667,773</u>	<u>5,069,834</u>	<u>4,402,061</u>

Town of Tarboro, North Carolina
Electric Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
Other financing sources (uses):			
Capital Outlay Reserve Appropriation	612,000	-	(612,000)
Transfer to the General Fund	(1,669,977)	(1,669,977)	-
Appropriated fund balance	390,204	-	(390,204)
Total other financing sources (uses)	<u>(667,773)</u>	<u>(1,669,977)</u>	<u>(1,002,204)</u>
Revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ -</u>	<u>3,399,857</u>	<u>\$ 3,399,857</u>
Reconciliation from budgetary basis (modified accrual) to full accrual:			
Revenues and other sources over expenditures and other uses		3,399,857	
Reconciling items:			
Principal repayment on long-term debt		44,852	
Capital outlay		612,721	
Depreciation		(1,629,097)	
Capital contributions		-	
Increase (Decrease) in deferred outflows of resources - pensions		(113,220)	
(Increase) Decrease in net pension liability		96,862	
(Increase) Decrease in deferred inflows of resources - pensions		6,439	
(Increase) Decrease in compensated absences		27,782	
Net effect of OPEB liability		(51,686)	
Transfer from capital project fund		-	
Total reconciling items		<u>(1,005,347)</u>	
Net income		<u>\$ 2,394,510</u>	

Town of Tarboro, North Carolina
Water and Sewer Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

	Budget	Actual	Variance Positive (Negative)
Revenues:			
Operating revenues:			
Water and sewer sales	\$	\$ 4,269,059	\$
Water and sewer taps		16,130	
Other operating revenues		36,588	
Total operating revenues	<u>4,397,700</u>	<u>4,321,777</u>	<u>(75,923)</u>
Non-operating revenues:			
Interest earnings		25,850	
Sale of equipment and materials		8,891	
Miscellaneous		3,726	
Total non-operating revenues	<u>11,875</u>	<u>38,467</u>	<u>26,592</u>
Total revenues	<u>4,409,575</u>	<u>4,360,244</u>	<u>(49,331)</u>
Expenditures:			
Water and sewer administration:			
Salaries and employee benefits		2,111,435	
Professional services		8,515	
Administration		302,889	
Total water and sewer administration	<u>2,509,850</u>	<u>2,422,839</u>	<u>87,011</u>
Water treatment and distribution:			
Utilities		153,519	
Other operating expenditures		409,168	
Total water treatment and distribution	<u>692,935</u>	<u>562,687</u>	<u>130,248</u>
Waste water collection and treatment:			
Utilities		179,284	
Other operating expenditures		385,582	
Total waste water collection and treatment	<u>717,500</u>	<u>564,866</u>	<u>152,634</u>
Debt service:			
Interest and other charges		1,509	
Principal retirement		97,581	
Total debt service	<u>99,095</u>	<u>99,090</u>	<u>5</u>
Capital outlay:			
Equipment		60,564	
Water distribution		268,765	
Sewer treatment		-	
Total capital outlay	<u>524,396</u>	<u>329,329</u>	<u>195,067</u>
Total expenditures	<u>4,543,776</u>	<u>3,978,811</u>	<u>564,965</u>
Revenues over (under) expenditures	<u>(134,201)</u>	<u>381,433</u>	<u>515,634</u>

Town of Tarboro, North Carolina
Water and Sewer Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

	Budget	Actual	Variance Positive (Negative)
Other financing sources (uses):			
Appropriated fund balance	134,201	-	(134,201)
Transfer (to) from capital project funds	-	-	-
Total other financing sources (uses)	<u>134,201</u>	<u>-</u>	<u>(134,201)</u>
Revenues and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ 381,433</u>	<u>\$ 381,433</u>
Reconciliation from budgetary basis (modified accrual) to full accrual:			
Revenues and other sources over expenditures and other uses		\$ 381,433	
Reconciling items:			
Principal repayment on long-term debt		97,581	
Capital outlay		329,329	
Depreciation		(1,156,987)	
Capital contributions		888,050	
Increase (Decrease) in deferred outflows of resources - pensions		(157,233)	
(Increase) Decrease in net pension liability		150,350	
(Increase) Decrease in deferred inflows of resources - pensions		8,811	
(Increase) Decrease in compensated absences		(5,305)	
Net effect of OPEB liability		(66,128)	
Transfer from capital project fund		-	
Total reconciling items		<u>88,468</u>	
Net income (loss)		<u>\$ 469,901</u>	

Town of Tarboro, North Carolina
Solid Waste Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

	Budget	Actual	Variance Positive (Negative)
Revenues:			
Operating revenues:			
Solid waste collection & disposal charges	\$	\$ 1,068,040	\$
Other operating revenues		13,292	
Total operating revenues	<u>1,078,500</u>	<u>1,081,332</u>	<u>2,832</u>
Non-operating revenues:			
Interest earnings		6,135	
Sale of equipment and materials		30,087	
Total non-operating revenues	<u>8,000</u>	<u>36,222</u>	<u>28,222</u>
Total revenues	<u>1,086,500</u>	<u>1,117,554</u>	<u>31,054</u>
Expenditures:			
Solid waste collection and disposal:			
Salaries and employee benefits		485,664	
Sanitary landfill fees		290,984	
Administration		252,325	
Total solid waste collection and disposal	<u>1,045,150</u>	<u>1,028,973</u>	<u>16,177</u>
Debt service:			
Interest and other charges		4,631	
Principal retirement		68,968	
Total debt service	<u>73,600</u>	<u>73,599</u>	<u>1</u>
Capital outlay	<u>15,950</u>	<u>3,450</u>	<u>12,500</u>
Total expenditures	<u>1,134,700</u>	<u>1,106,022</u>	<u>28,678</u>
Revenues over (under) expenditures	<u>(48,200)</u>	<u>11,532</u>	<u>59,732</u>
Other financing sources (uses):			
Appropriated fund balance	<u>48,200</u>	-	<u>(48,200)</u>
Total other financing sources (uses)	<u>48,200</u>	-	<u>(48,200)</u>
Revenues and other sources over (under) expenditures and other uses	<u>\$ -</u>	<u>\$ 11,532</u>	<u>\$ 11,532</u>

Town of Tarboro, North Carolina
Solid Waste Fund
Schedule of Revenues and Expenditures
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2018

Reconciliation from budgetary basis
(modified accrual) to full accrual:

Revenues and other sources over expenditures and other uses	\$ 11,532
Reconciling items:	
Principal repayment on long-term debt	68,968
Capital outlay	3,450
Depreciation	(92,774)
Capital contributions	-
Increase (Decrease) in deferred outflows of resources - pensions	(26,677)
(Increase) Decrease in net pension liability	10,531
(Increase) Decrease in deferred inflows of resources - pensions	15,110
(Increase) Decrease in compensated absences	139
Net effect of OPEB liability	-
Total reconciling items	<u>(21,253)</u>
Net income (loss)	<u><u>\$ (9,721)</u></u>

Town of Tarboro, North Carolina
Electric Capital Projects Fund
General Foam Project
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
From Inception and For the Fiscal Year Ended June 30, 2018

		Acutal			
	Project	Prior	Current	Total	Variance
	Authorization	Years	Year	Project	Favorable
				To Date	(Unfavorable)
Revenues:					
Contributions in Aid of Construction	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ -
Golden Leaf	250,000	250,000	-	250,000	-
Industrial Development Fund	750,000	750,000	-	750,000	-
Total revenues	1,300,000	1,300,000	-	1,300,000	-
Expenditures:					
Professional services	25,000	25,000	-	25,000	-
Construction	1,275,000	1,201,526	-	1,201,526	73,474
Total expenditures	1,300,000	1,226,526	-	1,226,526	73,474
Revenues over (under) expenditures	-	73,474	-	73,474	73,474
Net change in fund balance	\$ -	\$ 73,474	\$ -	\$ 73,474	\$ 73,474

Town of Tarboro, North Carolina
Water and Sewer Capital Projects Fund
Sewer Line Extension Project
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
From Inception and For the Fiscal Year Ended June 30, 2018

	Actual			
Project Authorization	Prior Years	Current Year	Total Project To Date	Variance Favorable (Unfavorable)
Revenues:				
Restricted intergovernmental:				
Contributions in Aid of Construction	\$ 316,144	\$ 295,595	\$ -	\$ 295,595
				\$ (20,549)
Expenditures:				
Professional services	40,500	19,822	-	19,822
Construction	275,644	295,595	-	295,595
Total expenditures	316,144	315,417	-	315,417
				727
Revenues over (under) expenditures	-	(19,822)	-	(19,822)
Net change in fund balance	\$ -	\$ (19,822)	\$ -	\$ (19,822)

Town of Tarboro, North Carolina
Water and Sewer Capital Projects Fund
Tarboro Commerce Center Utility Extension
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
From Inception and For the Fiscal Year Ended June 30, 2018

		Actual			
	Project	Prior	Current	Total	Variance
	Authorization	Years	Year	Project	Favorable
				To Date	(Unfavorable)
Revenues:					
Restricted intergovernmental:					
Industrial Development Fund Grant	\$ 949,750	\$ -	\$ 394,501	\$ 394,501	\$ (555,249)
Expenditures:					
Professional services	188,500	42,442	88,464	130,906	57,594
Construction	1,011,250	-	457,885	457,885	553,365
Total expenditures	1,199,750	42,442	546,349	588,791	610,959
Revenues over					
(under) expenditures	(250,000)	(42,442)	(151,848)	(194,290)	55,710
Other financing sources (uses):					
Transfer from Water and Sewer Fund	250,000	-	-	-	(250,000)
Total other financing sources (uses)	250,000	-	-	-	(250,000)
Net change in fund balance	\$ -	\$ (42,442)	\$ (151,848)	\$ (194,290)	\$ (194,290)

Town of Tarboro, North Carolina
Water and Sewer Capital Projects Fund
Emergency Watershed Protection
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
From Inception and For the Fiscal Year Ended June 30, 2018

		Acutal			
	Project Authorization	Prior Years	Current Year	Total Project To Date	Variance Favorable (Unfavorable)
Revenues:					
Contribution from Edgecombe Cotton	\$ 3,241	\$ -	\$ -	\$ -	\$ (3,241)
USDA NRCS Funding	608,021	-	493,549	493,549	(114,472)
Total revenues	611,262	-	493,549	493,549	(117,713)
Expenditures:					
Professional services	60,802	-	50,489	50,489	10,313
Capital outlay - construction	608,021	-	493,549	493,549	114,472
Total expenditures	668,823	-	544,038	544,038	124,785
Revenues over (under) expenditures	(57,561)	-	(50,489)	(50,489)	7,072
Other financing sources (uses):					
Transfer from Water and Sewer Fund	57,561	-	-	-	(57,561)
Total other financing sources (uses)	57,561	-	-	-	(57,561)
Net change in fund balance	\$ -	\$ -	\$ (50,489)	\$ (50,489)	\$ (50,489)

CAPITAL ASSETS USED IN THE OPERATION OF GOVERNMENTAL FUNDS

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Town of Tarboro, North Carolina
Comparative Schedule of Capital Assets by Source
June 30, 2018

	<u>2018</u>	<u>2017</u>
Capital Assets:		
Land	\$ 1,909,193	\$ 1,909,193
Buildings and improvements	4,337,047	4,337,047
Other improvements	5,476,173	5,293,128
Infrastructure streets	49,940,439	49,940,439
Infrastructure sidewalks	549,028	549,028
Equipment	9,880,610	9,680,167
Total capital assets	<u><u>\$ 72,092,490</u></u>	<u><u>\$ 71,709,002</u></u>
 Capital Assets by Source:		
General government	\$ 2,223,478	\$ 2,220,280
Public safety	9,525,708	9,178,603
Public works	55,819,280	55,811,575
Cultural and recreational	4,524,024	4,498,544
Total capital assets by source	<u><u>\$ 72,092,490</u></u>	<u><u>\$ 71,709,002</u></u>

Town of Tarboro, North Carolina
Schedule of Capital Assets, by Function and Activity
June 30, 2018

	Land	Buildings	Other Improvements	Infrastructure		Equipment	Total
				Streets	Sidewalks		
General Government:							
Administration	\$ 1,550,693	\$ 162,178	\$ 187,726	\$ -	\$ -	\$ 32,874	\$ 1,933,471
Finance	-	-	23,348	-	-	149,457	172,805
Planning	-	-	73,891	-	-	43,311	117,202
Total general government	1,550,693	162,178	284,965	-	-	225,642	2,223,478
Public Safety:							
Police	8,500	1,301,780	1,383,538	-	-	3,555,223	6,249,041
Fire	-	628,098	231,613	-	-	2,416,956	3,276,667
Total public safety	8,500	1,929,878	1,615,151	-	-	5,972,179	9,525,708
Public Works:							
Garage	-	-	-	-	-	158,214	158,214
Buildings and grounds	-	575,902	784,328	-	-	1,225,007	2,585,237
Administration	-	-	-	-	-	49,402	49,402
Engineering	-	-	822,903	-	-	81,626	904,529
Streets	-	-	189,741	49,940,439	-	1,442,690	51,572,870
Sidewalks	-	-	-	-	549,028	-	549,028
Total Public Works	-	575,902	1,796,972	49,940,439	549,028	2,956,939	55,819,280
Cultural and Recreational:							
Cultural and recreation	350,000	1,669,089	1,779,085	-	-	725,850	4,524,024
Total Capital Assets	\$ 1,909,193	\$ 4,337,047	\$ 5,476,173	\$ 49,940,439	\$ 549,028	\$ 9,880,610	\$ 72,092,490

OTHER SUPPLEMENTAL SCHEDULES

This section contains additional information on cash balances and property taxes.

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Town of Tarboro, North Carolina
Schedule of Cash and Investment Balances
June 30, 2018

Cash and Cash Equivalents:

On hand	\$ 3,675
In demand deposits	3,337,455
Certificates of deposit with maturities of 91 days or less	2,000,000
Certificates of deposit with maturities of over 91 days	2,750,000
North Carolina Capital Management Trust	13,040,381
Total	<u><u>\$ 21,131,511</u></u>

Distribution by Funds:

General Fund	\$ 4,845,757
Special Revenue Funds	475,385
Enterprise Funds:	
Electric Fund	12,984,853
Water and Sewer Fund	2,166,479
Solid Waste Fund	659,037
Total	<u><u>\$ 21,131,511</u></u>

Town of Tarboro, North Carolina
General Fund
Schedule of Ad Valorem Taxes Receivable
June 30, 2018

Fiscal Year	Uncollected Balance July 1, 2017	Additions	Collections And Credits	Uncollected Balance June 30, 2018
2017-2018	\$ -	\$ 3,675,464	\$ 3,589,434	\$ 86,030
2016-2017	84,538	-	43,708	40,830
2015-2016	38,779	-	7,895	30,884
2014-2015	28,766	-	6,722	22,044
2013-2014	22,936	-	4,620	18,316
2012-2013	31,516	-	3,565	27,951
2011-2012	17,188	-	3,348	13,840
2010-2011	20,963	-	2,558	18,405
2009-2010	10,304	-	1,149	9,155
2008-2009	11,300	-	965	10,335
Prior years	14,090	-	6,755	7,335
	<u>\$ 280,380</u>	<u>\$ 3,675,464</u>	<u>\$ 3,670,719</u>	<u>285,125</u>

Less: allowance for uncollectible accounts

General Fund

(66,120)

Ad valorem taxes receivable, net

\$ 219,005

Reconciliation with Revenues:

Ad valorem taxes:

General Fund

\$ 3,699,451

Reconciling items:

Prior years taxes written off

7,788

Prior year releases

52

Interest

(26,478)

Fees

(10,094)

Total reconciling items

(28,732)

Total collections and credits

\$ 3,670,719

Town of Tarboro, North Carolina
Analysis of Current Tax Levy
Town - Wide Levy
For the Fiscal Year Ended June 30, 2018

	Town - Wide			Total Levy	
	Property Valuation	Rate	Total Levy	Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current:					
Real estate	\$ 584,986,368	0.41	\$ 2,398,444	\$ 2,398,444	\$ -
Personal property	199,043,822	0.41	816,080	816,080	-
Gross levy	<u>784,030,190</u>		<u>3,214,524</u>	<u>3,214,524</u>	<u>-</u>
Add:					
Motor vehicles taxed at current					
year's rate	74,347,056	0.41	304,823	-	304,823
Other afterlists (1)	27,182,647		115,553	115,553	-
Late listing penalties	-		2,020	2,020	-
Sticker fees/dog licences	-		38,544	1,219	37,325
	<u>885,559,893</u>		<u>3,675,464</u>	<u>3,333,316</u>	<u>342,148</u>
Deduct releases:	(445,859)		(1,916)	(1,916)	-
Net levy	<u><u>\$ 885,114,034</u></u>		<u>3,673,548</u>	<u>3,331,400</u>	<u>342,148</u>
Uncollected taxes at June 30, 2018			<u>(86,030)</u>	<u>(86,030)</u>	<u>-</u>
Current year's taxes collected			<u><u>\$ 3,587,518</u></u>	<u><u>\$ 3,245,370</u></u>	<u><u>\$ 342,148</u></u>
Current levy collection percentage			<u><u>97.66%</u></u>	<u><u>97.42%</u></u>	<u><u>100.00%</u></u>

(1) Includes public service companies; also includes discoveries at varying tax rates.



STATISTICAL SECTION

This part of the Town of Tarboro's Comprehensive Annual Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Contents	Page
Financial Trends <i>These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.</i>	94
Revenue Capacity <i>These schedules contain information that helps the reader assess the Town's most significant revenue source, the property tax.</i>	100
Debt Capacity <i>This schedule presents information to help the reader assess the affordability of the Town's ability to issue debt in the future.</i>	105
Demographic and Economic Information <i>These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.</i>	106
Operating Information <i>These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.</i>	108

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual reports for the relevant year.

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TOWN OF TARBORO, NORTH CAROLINA

Net Assets/Position by Component

Last Ten Fiscal Years

(accrual basis of accounting)

(amounts expressed in thousands)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Governmental Activities										
Net investment in capital assets	22,134	20,560	18,800	17,418	16,224	14,942	13,954	10,069	12,574	11,637
Restricted	333	973	2,292	1,951	1,980	2,098	2,187	1,964	2,274	2,614
Unrestricted	2,436	950	(215)	570	1,641	766	275	3,106	(1,968)	(16,460)
Total governmental activities net assets/position	24,903	22,483	20,877	19,939	19,845	17,806	16,416	15,139	12,880	(2,209)
Business Type Activities										
Net investment in capital assets	42,450	40,408	38,195	37,230	36,361	34,535	33,035	31,946	31,552	30,920
Restricted	-	-	-	-	-	-	-	1,028	-	-
Unrestricted	4,439	4,650	5,472	5,669	6,960	6,766	7,552	10,529	12,626	12,518
Total business-type activities net assets/position	46,889	45,058	43,667	42,899	43,321	41,301	40,587	43,503	44,178	43,438
Primary Government										
Net investment in capital assets	64,584	60,968	56,995	54,648	52,585	49,477	46,989	42,015	44,126	42,557
Restricted	333	973	2,292	1,951	1,980	2,098	2,187	2,992	2,274	2,614
Unrestricted	6,875	5,600	5,257	6,239	8,601	7,532	7,827	13,635	10,658	(3,942)
Total primary government net assets/position	71,792	67,541	64,544	62,838	63,166	59,107	57,003	58,642	57,058	41,229

Note:

Beginning in 2013, the town began reporting net position rather than net assets, in conformity with GASB Statement 63. Prior to that time, net investment in capital assets was labeled invested in capital assets, net of related debt.

TOWN OF TARBORO, NORTH CAROLINA

Changes in Net Assets/Position

Last Ten Fiscal Years

(accrual basis of accounting)

(amounts expressed in thousands)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Expenses										
Governmental activities:										
General Government	3,590	3,630	3,569	3,409	2,029	3,561	2,819	2,858	4,443	3,522
Public safety	4,477	4,386	4,518	4,413	3,969	4,503	4,309	4,354	4,458	4,630
Transportation	2,667	2,894	2,549	2,659	1,054	2,397	1,932	1,992	1,945	1,936
Economic and physical development	102	-	163	55	-	-	-	163	-	-
Cultural and recreation	1,247	1,102	1,139	1,139	2,418	1,173	1,115	1,287	1,368	1,365
Total governmental activities expenses	12,083	12,012	11,938	11,675	9,470	11,634	10,175	10,654	12,214	11,453
Business Type Activities:										
Water & Sewer	4,413	4,385	4,549	4,723	4,252	28,399	4,844	4,771	4,853	4,778
Electric	27,301	28,146	28,410	27,411	27,743	4,684	27,883	22,397	22,998	19,424
Solid Waste	1,024	1,033	1,063	1,159	975	875	920	976	1,102	1,127
Total business-type activities net assets	32,738	33,564	34,022	33,293	32,970	33,958	33,647	28,144	28,953	25,329
Total primary government expenses	44,821	45,576	45,960	44,968	42,440	45,592	43,822	38,798	41,167	36,782
Program Revenues										
Governmental activities:										
Charges for services:										
General Government	1,334	1,332	1,426	1,420	52	1,466	507	770	712	395
Public Safety	57	103	60	88	214	32	176	133	25	75
Transportation	333	250	164	-	-	-	-	-	-	-
Cultural and recreation	194	303	221	188	169	185	197	154	139	156
Operating Grants and Contributions	107	501	590	753	577	624	645	440	1,765	1,319
Capital Grants and Contributions	-	-	-	69	-	-	-	-	-	-
Total governmental activities program revenues	2,025	2,489	2,461	2,518	1,012	2,307	1,525	1,497	2,641	1,945
Business Type Activities:										
Charges for services:										
Water & Sewer	3,172	3,307	4,040	4,012	4,074	3,883	4,088	4,314	4,403	4,321
Electric	26,862	28,476	29,035	27,183	28,197	28,510	28,956	26,117	24,095	23,308
Solid Waste	945	942	958	992	1,005	1,019	1,023	1,036	1,029	1,081
Operating Grants and Contributions	-	-	-	422	177	131	67	-	-	-
Capital Grants and Contributions	594	129	205	1,080	1,390	-	381	627	1,031	888
Total business-type activities program revenues	31,573	32,854	34,238	33,689	34,843	33,543	34,515	32,094	30,558	29,598
Total primary government revenues	33,598	35,343	36,699	36,207	35,855	35,850	36,040	33,591	33,199	31,543

[illegible]

General Revenues and Other Changes in Net Assets/Position

Governmental activities:										
Taxes										
Ad valorem taxes	3,035	3,239	3,194	3,822	3,373	3,805	3,691	3,581	3,666	3,699
Other taxes and licenses	205	230	241	271	287	234	206	239	226	217
Unrestricted intergovernmental	2,728	2,434	2,507	2,676	2,533	2,767	2,750	2,876	3,112	3,183
Unrestricted investment earnings	74	16	8	18	24	25	8	14	22	65
Miscellaneous	217	45	60	246	239	31	31	71	203	92
Transfers	891	1,139	1,657	1,186	1,195	1,222	1,195	1,100	1,074	1,670
Total governmental activities	7,150	7,103	7,667	8,219	7,651	8,084	7,881	7,881	8,303	8,926

Business Type Activities:										
Unrestricted investment earnings	55	17	8	21	18	14	10	25	49	149
Miscellaneous	-	-	-	-	-	-	-	41	95	107
Transfers	(890)	(1,139)	(1,657)	(1,186)	(1,195)	(1,271)	(1,195)	(1,100)	(1,074)	(1,670)
Total business-type activities	(835)	(1,122)	(1,649)	(1,165)	(1,177)	(1,257)	(1,185)	(1,034)	(930)	(1,414)
Total primary government	6,315	5,981	6,018	7,054	6,474	6,827	6,696	6,847	7,373	7,512

Change in Net Assets/Position

	(2,909)	(2,420)	(1,810)	(938)	(807)	(1,242)	(768)	(1,276)	(1,270)	(581)
Governmental Activities										
Prior period adjustment - Governmental Activities	-	-	-	-	-	(795)	(624)	-	(989)	(14,509)
Business-type activities	(2,000)	(1,831)	(1,429)	(769)	696	(1,971)	(318)	2,915	676	2,855
Prior period adjustment - Governmental Activities	-	-	-	-	-	-	-	-	-	(3,594)
Total primary government	(4,909)	(4,251)	(3,239)	(1,707)	(111)	(4,008)	(1,710)	1,639	(1,583)	(15,829)

Note:

Beginning in 2013, the town began reporting net position rather than net assets, in conformity with GASB Statement 63.

TOWN OF TARBORO, NORTH CAROLINA
Governmental Activities Tax Revenues by Source
Last Ten Fiscal Years
(modified accrual basis of accounting)
(amounts expressed in thousands)

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>Franchise Tax</u>	<u>Rental Vehicle Tax</u>	<u>Animal Tax</u>	<u>Privilege License</u>	<u>Total</u>
2009	3,069	169	6	1	29	3,274
2010	3,164	172	3	1	54	3,394
2011	3,154	177	3	1	59	3,394
2012	3,559	214	3	2	53	3,831
2013	3,419	206	3	2	76	3,706
2014	3,938	206	2	1	24	4,171
2015	3,778	197	4	1	4	3,984
2016	3,761	180	6	2	-	3,949
2017	3,666	172	7	3	-	3,848
2018	3,699	164	6	1	-	3,870

TOWN OF TARBORO, NORTH CAROLINA

Fund Balances of Governmental Funds

Last Ten Fiscal Years

(modified accrual basis of accounting)

(amounts expressed in thousands)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
General Fund										
Reserved	1,504	1,543	-	-	-	-	-	-	-	-
Unreserved	1,840	1,266	-	-	-	-	-	-	-	-
Non-Spendable	-	-	68	49	90	84	41	60	49	216
Restricted	-	-	2,029	1,913	1,898	1,969	2,065	1,793	1,999	2,422
Assigned	-	-	792	897	164	333	229	232	30	133
Unassigned	-	-	617	1,456	2,774	3,194	3,601	3,315	3,535	2,875
Total General Fund	3,344	2,809	3,506	4,315	4,926	5,580	5,936	5,400	5,613	5,646
All other governmental funds										
Reserved	1	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	172	276	193
Unreserved, reported in:										
Special revenue funds	260	354	(36)	38	82	130	121	-	-	-
Capital projects funds	67	7	-	-	-	-	(37)	(200)	(130)	273
Total all other governmental funds	328	361	(36)	38	82	130	84	(28)	146	466

Note:

Beginning in 2011, the town began reporting fund balance in conformity with GASB Statement 54, which changed how fund balance is classified.

TOWN OF TARBORO, NORTH CAROLINA
Changes in Fund Balances-Governmental Funds

Last Ten Fiscal Years

(Accrual Basis of Accounting)

(Amounts expressed in thousands)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Revenues										
Taxes	3,274	3,394	3,395	3,830	3,706	4,172	3,984	4,000	3,893	3,917
Intergovernmental	3,168	3,115	3,232	3,492	3,110	3,392	3,395	3,425	4,877	4,502
Permits and fees	57	52	55	83	133	78	78	57	78	76
Sales and services	232	408	265	232	222	234	228	222	211	156
Investment earnings	74	16	8	17	24	25	8	14	22	65
Miscellaneous	220	100	94	276	239	31	32	139	177	92
Charges for services	1,293	1,293	1,382	1,377	1,325	1,417	476	601	613	395
Total general fund	8,318	8,378	8,431	9,307	8,759	9,349	8,201	8,458	9,871	9,203
Expenditures										
General government	3,403	3,364	3,464	3,374	3,327	3,395	2,686	2,432	3,712	2,935
Public safety	4,304	4,250	4,041	3,932	3,972	4,217	4,439	4,115	4,360	4,648
Transportation	850	1,213	858	1,448	986	1,163	887	744	802	806
Culture and recreation	1,123	942	996	972	1,013	1,094	1,074	1,145	1,206	1,274
Economic Development			163	55	-	-	-	163	-	-
Capital Projects	102	250	287	74	-	-	-	1,608	478	856
Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Total all other governmental funds	9,782	10,019	9,809	9,855	9,298	9,869	9,086	10,207	10,558	10,519
Excess of revenues over(under) expenditures	(1,464)	(1,641)	(1,378)	(548)	(539)	(520)	(885)	(1,750)	(687)	(1,316)
Other financing sources (uses)										
Transfers in	957	1,210	1,875	1,250	1,195	1,222	1,195	1,100	1,074	1,670
Transfers out	(67)	(71)	(218)	(64)	-	-	-	-	-	-
Total other financing sources (uses)	890	1,139	1,657	1,186	1,195	1,222	1,195	1,100	1,074	1,670
Net change in fund balances	(574)	(502)	279	638	656	702	310	(650)	387	354

TOWN OF TARBORO, NORTH CAROLINA
General Governmental Tax Revenues by Source (1)

Last Ten Fiscal Years

(modified accrual basis of accounting)
(amounts expressed in thousands)

Fiscal Year	Property Tax	Licenses, Permits and Fees	Other Taxes and Licenses	Inter- governmental	Sales and Services	Interest	Special Assessments	Other	Total
2009	3,068	57	205	3,168	232	74	0	220	7,024
2010	3,164	52	230	3,116	408	16	0	100	7,086
2011	3,154	56	241	3,230	265	8	0	95	7,049
2012	3,559	83	271	3,491	232	17	0	276	7,929
2013	3,419	133	287	3,305	222	24	0	239	7,629
2014	3,938	78	234	3,391	235	25	0	30	7,931
2015	3,778	78	206	3,395	228	8	0	31	7,724
2016	3,761	57	239	3,425	222	14	0	139	7,857
2017	3,666	78	226	4,877	211	22	0	177	9,257
2018	3,699	76	218	4,502	156	65	0	92	8,808

(1) Includes General, Special Revenue, and Capital Projects Funds

TOWN OF TARBORO, NORTH CAROLINA
Assessed Value of Property
Last Ten Fiscal Years
(amounts expressed in thousands)

Fiscal Year	Real Property		Personal Property Value ¹	Public Service Co. Value ²	Total Assessed Value	Total Direct Tax Rate Base	Estimated Actual Value	Assessed Value as a Percentage of Actual Value
	Assessed	Less						
	Value	Exemptions	Value ¹					
2009	429,893	4,800	425,093	26,008	705,706	4.20	712,719	99.0%
2010	593,362	7,600	585,762	33,946	867,698	3.60	877,737	98.9%
2011	598,405	7,213	591,192	32,598	865,820	3.60	884,073	97.9%
2012	598,788	8,467	590,321	30,371	861,842	4.10	879,080	98.0%
2013	589,172	8,294	580,878	31,582	863,783	4.10	884,073	97.7%
2014	586,222	4,568	581,654	27,750	900,860	4.10	923,382	97.6%
2015	594,371	8,262	586,109	23,829	886,386	4.10	909,875	97.4%
2016	595,048	8,079	586,969	25,396	899,878	4.10	921,597	97.6%
2017	596,111	8,221	587,890	24,702	797,443	4.10	818,177	97.6%
2018	586,119	7,757	578,362	23,735	807,765	4.10	828,255	97.5%

Note: Real property is revalued once every eight years; the last occurred in 2017.

¹ Edgecombe Co. Tax Assessor for real and personal property value

² Public Service Co. NC Dept of Revenue

TOWN OF TARBORO, NORTH CAROLINA
Property Tax Rates
Direct and Overlapping Governments
Last Ten Fiscal Years
(rate per \$100 of assessed value)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Direct:										
Town of Tarboro	0.42	0.36	0.36	0.41	0.41	0.41	0.41	0.41	0.41	0.41
Overlapping:										
Edgecombe County	0.94	0.86	0.86	0.86	0.86	0.86	0.895	0.955	0.955	0.950

Source: North Carolina Department of Revenue; Property Tax Rates and Revaluation Schedules.
Property was revalued in 2017.

Note: Overlapping rates are those of local and county governments that apply to property owners within the
Town of Tarboro.

TOWN OF TARBORO, NORTH CAROLINA
Principal Property Taxpayers
June 30, 2018
Current Year and Nine Years Ago
(amounts expressed in thousands)

	2017-2018		2008-2009	
	Taxable Assessed Value	% of Total Taxable Assessed Value	Taxable Assessed Value	% of Total Taxable Assessed Value
Taxpayer				
Hillshire Brands	82,286	10.4%	48,408	6.9%
Carolina System Technology, Inc	66,504	8.4%	66,930	9.5%
LS Cable & System USA, Inc.	35,576	4.5%	-	-
Wal-Mart Real Estate Business	10,488	1.3%	7,607	1.1%
Air Systems Components LP	9,368	1.2%	8,613	1.2%
Art Mortgage Borrower	8,663	1.1%	-	-
Watermark Albemarle Owner, LLC	8,061	1.0%	-	-
Lowe's Home Centers Inc.	7,016	0.9%	-	-
Swimways Corp	5,403	0.7%	-	-
Kanban Industries	5,003	0.6%	-	-
Carolina Tel & Tel Company	-	-	20,193	2.9%
Superior Teletec, Inc	-	-	15,533	2.2%
Spongex, LLC	-	-	8,242	1.2%
URS Real Estate LP	-	-	8,644	1.2%
General Foam Plastics LP	-	-	8,044	1.1%
	<u>238,368</u>	<u>30.10%</u>	<u>192,214</u>	<u>27.30%</u>

Source: Town of Tarboro Tax Records

TOWN OF TARBORO, NORTH CAROLINA
Property Tax Levies and Collections (1)
Last Ten Fiscal Years
June 30, 2018
(amounts expressed in thousands)

Fiscal Year Ended June 30	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2009	3,027	2,930	96.8%	87	3,017	99.7%
2010	3,219	3,054	94.9%	156	3,210	99.7%
2011	3,162	3,048	96.4%	96	3,144	99.4%
2012	3,581	3,451	96.4%	116	3,567	99.6%
2013	3,589	3,410	95.0%	151	3,561	99.2%
2014	3,749	3,640	97.1%	91	3,731	99.5%
2015	3,674	3,587	97.6%	65	3,652	99.4%
2016	3,738	3,657	97.8%	50	3,707	99.2%
2017	3,682	3,597	97.7%	44	3,641	98.9%
2018	3,674	3,588	97.7%	-	3,588	97.7%

Note: Includes ad valorem taxes, auto taxes and dog taxes, which are combined for billing and collection purposes

TOWN OF TARBORO, NORTH CAROLINA
Legal Debt Margin Information
Last Ten Fiscal Years
(amounts expressed in thousands)

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Assessed Value	710,506	874,645	873,037	868,130	863,956	856,854	886,386	900,878	885,449	885,114
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Net Assessed Value	710,506	874,645	873,037	868,130	863,956	856,854	886,386	900,878	885,449	885,114
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Legal Debt Margin Calculation for FY 2018

Assessed value	885,114
Add back: exempt real property	7,757
Total assessed value	892,871
Debt limit (8%) of total assessed value)	71,430
Debt applicable to limit:	
General obligation bonds	-
Less: Amount set aside for repayment of general obligation debt	-
Total net debt applicable to limit	-
Legal debt margin	71,430

Note: Under state finance law, the Town of Tarboro's outstanding general obligation debt should not exceed 8 percent of total assessed property value.
By law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds.

TOWN OF TARBORO, NORTH CAROLINA
Demographics Statistics
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Population ³</u>	<u>Median Household Income ³</u>	<u>Median Age ³</u>	<u>School Enrollment ¹</u>	<u>Unemployment Rate ²</u>
2009	10,585	33,556	35.30	7,579	14.2%
2010	11,425	34,628	38.00	7,290	15.6%
2011	11,335	35,840	41.60	6,939	16.3%
2012	11,324	32,299	40.90	6,645	15.2%
2013	11,315	33,168	42.10	6,748	14.5%
2014	11,305	34,366	43.20	7,401	11.5%
2015	11,164	34,267	42.10	6,332	10.5%
2016	11,164	*	43.20	6,451	13.8%
2017	10,994	33,349	43.60	6,100	7.3%
2018	10,856	33,107	43.60	6,047	7.4%

¹ Source: Edgecombe County Public Schools

² U.S. Dept. of Labor-Bureau of Labor Statistics

³ U.S. Census Bureau - American Fact Finder

Data not available at 6-30-16

<http://factfinder2.census.gov>

TOWN OF TARBORO, NORTH CAROLINA
Principal Employers
Current Year and Ten Years Ago
As of June 30, 2018

Name of Employer	2017 - 2018		2008-2009	
	Number of Employees (1)	Percentage of Total Town Employment (2)	Number of Employees (1)	Percentage of Total Town Employment (2)
Edgecombe County Schools	1100	15.51%	800	10.79%
QVC Inc.	1100	15.51%		
Tyson Foods	950	13.39%	800	12.34%
Edgecombe County	650	9.16%	650	10.02%
Air System Components	500	7.05%	550	8.48%
Vidant Hospital	470	6.63%	380	5.86%
Keihin Carolina System Technology	450	6.34%	500	7.71%
LS Cable & System	260	3.67%		
Town of Tarboro	170	2.40%	181	2.79%
Greenleaf Nursery	160	2.26%		
Barnhill Contracting Company	-	-	275	4.24%
General Foam Plastics	-	-	200	3.08%
Superior Telecommunications	-	-	260	4.01%
Carolina Telephone/Sprint/Embarq	-	-		

¹ Carolina Gateways Partnership

² US Census Bureau: American Fact Finder

TOWN OF TARBORO, NORTH CAROLINA
Full-time Equivalent Town Government Employees by Function
Last Ten Fiscal Years

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Function										
General Government										
Administration	3	3	3	3	3	3	3	3	3	3
Finance	9	8	8	8	8	8	8	8	9	8
Planning	2	2	2	2	2	2	2	2	3	3
Public Safety										
Police										
Officers	29	29	29	29	29	29	29	29	29	29
Civilians	6	6	6	6	6	6	6	6	6	6
Fire	22	22	22	22	22	22	22	22	22	22
Public Works										
Administration	2	2	2	2	2	2	2	2	2	2
Buildings and Grounds	17	17	14	14	14	14	14	14	14	14
Animal Control			1	1	1	1	1	1	1	1
Engineering	2	2	2	2	2	2	2	2	2	2
Garage	4	4	4	4	4	4	4	4	4	4
Streets	14	14	12	12	12	12	12	12	12	12
Recreation	13	13	13	13	13	13	13	13	12	14
Water and Sewer	28	28	28	28	28	28	28	28	27	27
Electric	21	21	19	19	19	19	19	19	22	23
Solid Waste	9	9	9	9	9	9	9	9	9	9
	<u>181</u>	<u>180</u>	<u>174</u>	<u>174</u>	<u>174</u>	<u>174</u>	<u>174</u>	<u>174</u>	<u>177</u>	<u>179</u>

Source: Town of Tarboro payroll records.

TOWN OF TARBORO, NORTH CAROLINA
Operating Indicators by Function
Last Ten Fiscal Years

Function	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Police										
Physical arrests	1,855	1,565	1,330	1,446	2,125	1,815	1,834	1,681	1,598	1,574
Parking violations	335	505	440	581	866	429	409	614	1,033	852
Traffic violations	3,903	3,923	3,310	3,494	3,146	3,706	3,430	4,184	3,904	4,661
Fire										
Number of calls answered	191	227	285	286	319	316	316	308	333	374
Inspections	812	808	770	760	424	386	378	335	371	344
Streets										
Street resurfacing (miles)	2.95	5.19	5.19	5.19	5.19	-	-	2.95	-	-
Potholes repaired	-	5	-	-	-	8	8	15	13	20
Sanitation										
Refuse collected (tons/day)	11.33	11.78	12.01	12.26	11.44	11.26	11.17	13.38	13.56	15.29
Recyclables collected (tons/day)	0.43	0.47	0.71	0.71	0.58	0.66	0.65	0.55	0.55	0.69
Recreation										
Community Fitness memberships	2,083	1,410	1,114	1,139	1,200	1,043	646	563	393	478
County Gym passes	252	105	101	85	65	38	62	56	48	-
Water										
New connections	15	20	11	17	9	3	8	16	17	16
Water main breaks	5	2	6	4	6	9	7	6	4	5
Average daily consumptions (thousand of gallons)	2,478	2,239	2,779	2,913	2,920	2,730	2,847	2,880	2,723	2,690
Wastewater										
Average daily sewage treatment (thousand of gallons)	1,736	2,136	1,760	2,030	1,708	2,070	2,113	2,158	2,158	1,669

Sources: Various town departments

TOWN OF TARBORO, NORTH CAROLINA
Capital Asset Statistics by Function
Last Ten Fiscal Years

Function	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Officers	29	29	29	29	29	29	28	28	29	29
K-9s	4	4	4	3	2	2	2	2	2	4
Fire Stations	2	2	2	2	2	2	2	2	2	2
Sanitation										
Collection trucks	4	4	4	4	4	4	4	4	4	4
Streets										
Street (miles)	95.2	96.0	96.0	96.0	96.0	96.0	96.0	96.0	96.0	96.5
Street lights	1,401	1,438	1,438	1,438	1,438	1,438	1,438	1,438	1,438	1,438
Traffic signals	30	32	32	32	32	32	32	32	32	32
Recreation										
Park acreage	273	273	273	273	273	273	273	273	273	273
Parks	11	11	11	11	11	10	10	10	10	10
Lakes	1	1	1	1	1	1	1	1	1	1
Swimming pools	2	2	2	2	2	2	2	2	2	2
Tennis courts	8	8	8	8	8	8	8	8	8	8
Community Centers	4	4	4	4	4	4	4	4	4	4
Museums/art centers	1	1	1	1	1	1	1	1	1	1
Ball Fields	9	9	9	9	9	8	8	8	8	9
Water										
Water mains (miles)	126.0	129.4	129.4	129.4	129.4	129.4	129.5	129.7	130.0	130.0
Fire Hydrants	587	587	587	587	587	587	609	629	613	619
Maximum daily capacity (thousands of gallons)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Sewer										
Sanitary sewers (miles)	92.2	90.4	90.4	90.4	90.4	90.4	93.0	93.5	93.0	93.0
Storm sewers (miles)	38.0	38.0	38.0	38.0	38.0	38.0	39.0	40.0	44.0	44.0
Maximum daily treatment capacity (thousands of gallons)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Electric										
Number of Substations	5	5	5	5	5	5	5	5	5	5
Square miles of service lines	11.5	11.5	11.5	11.5	11.5	11.5	11.5	11.5	11.5	11.5

Sources: Various town departments

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COMPLIANCE SECTION

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PETWAY

MILLS &

PEARSON, PA

CERTIFIED PUBLIC ACCOUNTANTS

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Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance and Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*

To the Honorable Mayor and Members of the Town Council
Town of Tarboro
Tarboro, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Tarboro, North Carolina, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Tarboro's basic financial statements, and have issued our report thereon dated November 29, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Tarboro's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Tarboro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Tarboro's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA

Certified Public Accountants

Zebulon, North Carolina

November 29, 2018



PETWAY

MILLS &

PEARSON, PA

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Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with OMB Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor and Town Council
Town of Tarboro
Tarboro, North Carolina

Report on Compliance for Each Major Federal Program

We have audited the Town of Tarboro's compliance with the types of compliance requirements described in the *OMB Uniform Guidance Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on the Town of Tarboro's major federal program for the year ended June 30, 2018. The Town of Tarboro's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for the Town of Tarboro's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act. Those standards, the Uniform Guidance, and the State Single Audit Implementation Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Tarboro's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Town of Tarboro's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Tarboro complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of the Town of Tarboro is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the

Town of Tarboro's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA
Certified Public Accountants
Zebulon, North Carolina

November 29, 2018



PETWAY

MILLS &

PEARSON, PA

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Independent Auditors' Report on Compliance for Each Major State Program and on Internal Control over Compliance in Accordance with OMB Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor and Town Council
Town of Tarboro
Tarboro, North Carolina

Report on Compliance for Each Major State Program

We have audited the Town of Tarboro's compliance with the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on the Town of Tarboro's major State program for the year ended June 30, 2018. The Town of Tarboro's major State program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its State programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the Town of Tarboro's major State program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in and applicable sections of Title 2 US *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as described in the *Audit Manual for Governmental Auditors in North Carolina*, and the State Single Audit Implementation Act. Those standards, Uniform Guidance, and the State Single Audit Implementation Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major State program occurred. An audit includes examining, on a test basis, evidence about the Town of Tarboro's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major State program. However, our audit does not provide a legal determination of the Town of Tarboro's compliance.

Opinion on Each Major State Program

In our opinion, the Town of Tarboro complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major State program for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of the Town of Tarboro is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements

referred to above. In planning and performing our audit of compliance, we considered the Town of Tarboro's internal control over compliance with the types of requirements that could have a direct and material effect on a major State program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major State program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a State program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a State program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a State program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Petway Mills & Pearson, PA

PETWAY MILLS & PEARSON, PA
Certified Public Accountants
Zebulon, North Carolina

November 29, 2018

**Town of Tarboro, North Carolina
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2018**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? _____ yes x no

Significant deficiency(ies) identified
that are not considered to be
material weaknesses? _____ yes x no

Noncompliance material to financial
statements noted _____ yes x no

Federal Awards

Internal control over major federal program:

Material weakness(es) identified? _____ yes x no

Significant deficiency(ies) identified
that are not considered to be
material weaknesses? _____ yes x no

Type of auditors' report issued on
compliance for major federal program: Unmodified

Any audit findings disclosed that are required
to be reported in accordance with
Uniform Guidance? _____ yes x no

Identification of major federal program:

<u>Program Name</u>	<u>CFDA #</u>
Public Assistance Program	97.036
Emergency Watershed Protection Program	10.923

Dollar threshold used to distinguish between
Type A and Type B programs \$ 750,000

Auditee qualified as low-risk auditee? x yes no

**Town of Tarboro, North Carolina
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2018**

State Awards

Internal control over financial reporting:

Material weakness(es) identified? _____ yes x no

Significant deficiency(ies) identified
that are not considered to be
material weaknesses? _____ yes x no

Type of auditors' report issued on
compliance for major State programs: Unmodified

Any audit findings disclosed that are required
to be reported in accordance with the State
Single Audit Implementation Act? _____ yes x no

Identification of major State programs:

Program Name

NC Department of Commerce
Industrial Development Fund

**Town of Tarboro, North Carolina
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2018**

SECTION II - FINANCIAL STATEMENT FINDINGS

None reported

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported

SECTION IV - STATE AWARD FINDINGS AND QUESTIONED COSTS

None reported

**Town of Tarboro, North Carolina
Corrective Action Plan
For the Year Ended June 30, 2018**

SECTION II - FINANCIAL STATEMENT FINDINGS

None required

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None required

SECTION IV - STATE AWARD FINDINGS AND QUESTIONED COSTS

None required

**Town of Tarboro, North Carolina
Summary Schedule of Prior Year's Findings
For the Year Ended June 30, 2018**

SECTION II - FINANCIAL STATEMENT FINDINGS

There were no prior year financial statement audit findings.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no prior year financial statement audit findings.

SECTION IV - STATE AWARD FINDINGS AND QUESTIONED COSTS

There were no prior year financial statement audit findings.

Town of Tarboro, North Carolina
Schedule of Expenditures of Federal and State Awards
For the Year Ended June 30, 2018

Grantor/Pass-through/ Grantor-Program Title	CFDA Number	Federal Expenditures	State Expenditures
FEDERAL AWARDS			
U.S. Department of Homeland Security:			
Direct Program			
Public Assistance Grant	97.036	\$ 313,846	\$ 104,615
U.S. Department of Agriculture:			
Passed through the North Carolina Department of Agriculture and Consumer Services:			
Passed through North Carolina Natural Resources Conservation Service:			
Emergency Watershed Protection Program	10.923	544,038	-
U.S. Department of Transportation:			
Passed through the North Carolina Department of Transportation			
Governor's Highway Safety Program	20.600	55,588	-
U.S. Department of Health and Human Services:			
Passed through the N.C. Department of Health and Human Services:			
Passed through Upper Coastal Plain Council of Governments:			
Access:			
90% State Funds	N/A	-	3,920
Title III-B - HCCBG	93.044	13,013	765
Congregate Nutrition:			
Title III-C1	93.045	36,405	2,141
Senior Center Development	N/A	-	3,647
NSIP Supplement (USDA)	93.053	7,665	-
Total U.S. Department of Health and Human Services		<u>57,083</u>	<u>10,473</u>
TOTAL FEDERAL AWARDS		<u><u>\$ 970,555</u></u>	<u><u>\$ 115,088</u></u>

The accompanying notes are an integral part of this statement.

Town of Tarboro, North Carolina
Schedule of Expenditures of Federal and State Awards
For the Year Ended June 30, 2018

STATE AWARDS

N.C. Department of Agriculture and Consumer Services:

Veterinary Division, Animal Welfare Section:

NC Spay Neuter Program 455

N.C. Department of Crime Control and Public Safety:

Governor's Crime Commission Grant 15,000

N.C. Department of Insurance:

Seniors' Health Insurance Program 2,693

N.C. Department of Transportation:

Non-State System Street - Aid Allocation (Powell Bill) 44,838

Sewer-line extension -

N.C. Department of Commerce:

Industrial Development Fund 546,349

Golden Leaf Foundation

Disaster Recovery Grants Program 328,228

TOTAL STATE AWARDS

\$ 1,052,651

Notes to the Schedule of Expenditures of Federal and State Financial Awards

Note 1: Basis of Presentation

The accompanying Schedule of Expenditures of Federal and State Awards includes the Federal and State grant activity of the Town under the programs of the federal government and the State of North Carolina for the year ended June 30, 2018. The information in this Schedule of Expenditures of Federal and State Awards is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) and of the State Single Audit Implementation Act. Because the Schedule presents only a selected portion of the operations of the Town of Tarboro, it is not intended to and does not present the financial position, changes in net position or cash flows of the Town of Tarboro.

Note 2: Summary of Significant Accounting Policies

Expenditures reported in the Schedule of Expenditures of Federal and State Awards are reported on the accrual basis of accounting.

Town of Tarboro has elected not to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

Note 3: Loans Outstanding

The Town of Tarboro had the following loan balances outstanding at June 30, 2018.

<u>Program Name</u>	<u>CFDA Number</u>	<u>Outstanding Amount</u>
Capitalization Grants for State Revolving Funds		
Clean Water State Revolving Funds	66.458	<u><u>\$ 376,378</u></u>

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***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: 2017 Tax Levy Adjustment

Date: 12/10/2018

Memo Number: 18-94

The Schedule of 2017 Tax Levy Adjusted as of December 10, 2018, attached hereto, lists the valuations and tax amounts of four (4) releases. The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Enter into the minutes 2017 Tax Levy release numbers 30 through 32 in the amount of \$141.40, and authorize the Tax Collector to refund same as it has already been paid,
2. Approve 2017 Tax Levy release number 33 in the amount of \$128.85, and authorize the Tax Collector to refund same as it has already been paid, and
3. Approve the Schedule of 2017 Tax Levy Adjusted as of December 10, 2018, in the amount of \$3,330,856.88.

ATTACHMENTS:

Description

Upload Date

Type

[2017 Tax Levy Adjustment](#)

12/4/2018

Backup Material

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2017 TAX LEVY
Adjusted as of December 10, 2018

VALUATIONS

	<u>Real</u>	<u>Personal</u>	<u>Public Service Companies</u>	<u>Dog Tax</u>	<u>Total</u>
Balance November 13, 2018	578,319,683	208,711,054	23,734,595	0	810,765,332
After list	0	0	0	0	0
Less Releases 30 - 33	<u>(65,917)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(65,917)</u>
Balance as of December 10, 2018	<u><u>578,253,766</u></u>	<u><u>208,711,054</u></u>	<u><u>23,734,595</u></u>	<u><u>0</u></u>	<u><u>810,699,415</u></u>

TAX CALCULATIONS

	<u>Real, Personal, & Pub. Ser. Co.</u>	<u>Late Listing Penalty</u>	<u>Auto Tax</u>	<u>Dog Tax</u>	<u>Total</u>
Balance November 13, 2018	3,324,138.55	5,772.58	265.00	951.00	3,331,127.13
After list	0.00	0.00	0.00	0.00	0.00
Less Releases 30 - 33	<u>(270.25)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(270.25)</u>
Balance as of December 10, 2018	<u><u>3,323,868.30</u></u>	<u><u>5,772.58</u></u>	<u><u>265.00</u></u>	<u><u>951.00</u></u>	<u><u>3,330,856.88</u></u>



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: 2018 Tax Levy Adjustment

Date: 12/10/2018

Memo Number: 18-95

The Schedule of 2018 Tax Levy Adjusted as of December 10, 2018, attached hereto, lists the valuations and tax amounts of two (2) after lists and four (4) 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 28 and 29 in the amount of \$7,203.84,
2. Enter into the minutes 2018 Tax Levy release numbers 19 through 21 in the amount of \$141.40,
3. Approve 2018 Tax Levy release number 22 in the amount of \$128.85, and
4. Approve the Schedule of 2018 Tax Levy Adjusted as of December 10, 2018, in the amount of \$3,392,919.37.

ATTACHMENTS:

Description	Upload Date	Type
2018 Tax Levy Adjustment	12/4/2018	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2018 TAX LEVY
Adjusted as of December 10, 2018

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	GAP	Total
Balance November 13, 2018	581,749,546	207,046,890	32,514,999	0	6,808,462	828,119,897
After list: 28 & 29	1,757,032	0	0	0	0	1,757,032
Less Releases: 19 - 22	(65,917)	0	0	0	0	(65,917)
Balance as of December 10, 2018	583,440,661	207,046,890	32,514,999	0	6,808,462	829,811,012

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
Balance November 13, 2018	3,367,377.54	10,413.38	0.00	882.00	7,312.86	3,385,985.78
After list: 28 & 29	7,203.84	0.00	0.00	0.00	0.00	7,203.84
Less Releases: 19 - 22	(270.25)	0.00	0.00	0.00	0.00	(270.25)
Balance as of December 10, 2018	3,374,311.13	10,413.38	0.00	882.00	7,312.86	3,392,919.37



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Approve minutes of the November 13, 2018 regular meeting.

Date: 12/10/2018

Memo Number:

ATTACHMENTS:

Description

[Minutes from November 13, 2018](#)

Upload Date

12/6/2018

Type

Cover Memo

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON TUESDAY, NOVEMBER 13, 2018
IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

1. MEETING CALLED TO ORDER BY THE MAYOR

2. INVOCATION

Invocation by Councilman Shepherd.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Leo Taylor made a motion, which was seconded by Sabrina Bynum and Passed, Agenda approved as presented.

5. REQUESTS AND PETITIONS OF CITIZENS

Steve Gilbert , 1307 N Main Street, Tarboro

Mr. Gilbert expressed interest in purchasing the town-owned property located at 509 Trade Street, he has paid a 5% deposit and is offering to pay \$10,000. Councilman Taylor made a motion, which was seconded by Councilman Jenkins to accept the bid, motion died.

Councilman Woodard made a motion, which was seconded by Councilmember Jordan to table until the Veteran's Museum was contacted. Motion passed by a 5 to 3 vote.

Councilmembers Woodard, Jordan, Bynum, Brown and Shepherd voted for the motion. Councilmembers Taylor, Jenkins and Burnette voted against the motion.

Bryce Knight, 1112 Edmondson Avenue, Tarboro

Mr. Knight requested an update on the M. A. Ray Center vegetation easement. Troy informed him that he has spoken with the State and will hopefully have an onsite visit scheduled soon.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

None.

7. REPORTS OF BOARDS AND COMMISSIONS

None.

8. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Deborah Jordan made a motion, which was seconded by John Jenkins and Passed, Motion.

(1) 2017 Tax Levy Adjustment

- (2) 2018 Tax Levy Adjustment
- (3) Approve minutes of the October 8, 2018 regular meeting.

Action Items

(4) Resolution - Model Food System Plan

Council adopted the Resolution supporting the development of a municipal model food system plan and implementation to increase access to fresh produce and foods in underserved communities.

Clarence Brown made a motion, which was seconded by Leo Taylor and Passed, Motion.

(5) Budget Amendment - Collection of Delinquent Taxes and Liens

Council approved the budget resolution.

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

(6) Budget Amendment - Wyatt Fountain Repair

Council approved the budget resolution.

Garland Shephard made a motion, which was seconded by Leo Taylor and Passed, Motion.

(7) Budget Amendment - Emergency Telephone (911) Fund

Council approved the budget resolution.

John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(8) CenturyLink Easement Extension Agreement

Council authorized the execution of a Utility Easement Extension Agreement with CenturyLink to occupy Town-owned property on Edmont Road for an additional 10-years.

John Jenkins made a motion, which was seconded by Othar Woodard and Passed, Motion.

(9) HMGP Appraisal Services Selection

Council approved execution of a standard HMGP Professional Services Contract for Appraisal Services with the recommended firm in order to move forward with the Town of Tarboro Hurricane Matthew HMGP Program.

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

(10) Stormwater Utility Fees

Council authorized staff to continue billing and collecting the Stormwater fee. After much discussion, Councilman Woodard called the question.

Clarence Brown made a motion, which was seconded by Othar Woodard and Passed, Motion. Ayes: Brown, Burnette, Bynum, Jenkins, Jordan, Taylor, Woodard; Nays:

Shepherd

(11) Down East Home Consortium-Agreement

Council voted to reject the agreement as presented and requested a modified agreement.

Leo Taylor made a motion, which was seconded by Othar Woodard and Failed, Motion.

(12) CMAQ Project Agreement - Sidewalk Project

Council approved and executed the Project Agreement with the NCDOT for the CMAQ Sidewalk Project.

John Jenkins made a motion, which was seconded by Garland Shepherd and Passed, Motion.

(13) Award Bid 2018 Street Improvements

Council awarded the contract for 2018 Street Improvements to Garris Grading and Paving, Inc. at its proposed re-negotiated low bid of \$786,470.75 and authorized the Mayor and other appropriate officials to sign the necessary contracts.

Othar Woodard made a motion, which was seconded by Leo Taylor and Passed, Motion.

(14) NCDOT - New Year's Eve Event

Council adopted Ordinance 18-09, declaring the closure of N. Main Street (NC 33) between St. James Street and Pitt Street.

John Jenkins made a motion, which was seconded by Othar Woodard and Passed, Motion.

(15) Minimum Housing Code Enforcement - 1316 Elm Street - File No. 18-02

Council called for and will hold a public hearing on the assessment for demolition cost of \$10,487.28 for the structure located at 1316 Elm Street at the December 10, 2018 Council meeting.

Leo Taylor made a motion, which was seconded by Othar Woodard and Passed, Motion.

(16) Appointment - Planning Board

Ward 1: Robert C. Farmer

Ward 3: Rick Norville

Ward 5: Dickie Guill

Ward 7: Table until December meeting

At Large Member: LaShaun Jenkins

Charles Taylor is interested in serving as the At-Large member, Council nominated Lashaun Jenkins to fill the At-Large seat. The votes are as follows:

LaShaun Jenkins 5 votes

Charles Taylor 3 votes

John Jenkins made a motion, which was seconded by Othar Woodard and Passed, Motion.

(17) Appointment - Historic District Commission

Council will be prepared to appoint an individual to fill the vacated position at the December meeting.

(18) Appointment - Edgecombe County Tourism

Council appointed the following individuals to fill the expired terms.

June Leland - 1 Year Term
Rosena Ricks - 1 Year Term
C.B. Brown - 2 Year Term

Othar Woodard made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(19) Appointment - Redevelopment Commission

Council appointed the following individual to fill the expired term.

Morris Armstrong - 5 Year Term

Othar Woodard made a motion, which was seconded by John Jenkins and Passed, Motion.

(20) Appointment - Citizens Advisory Recreation Committee

Council appointed the following individuals to fill the expired terms.

Ward 1: Adrian Brown
Ward 2: Charles Johnson
Ward 3: George Whitehurst
Ward 4: Dwayne Owens - Table until December meeting
Ward 5: Table until December meeting
Ward 6: Byron Hall
Ward 7: Table until December meeting
Ward 8: Rick Mann
At Large: Table until December meeting

Othar Woodard made a motion, which was seconded by Deborah Jordan and Passed, Motion.

9. OTHER REPORTS

(1) Tax Collector's Report

A. Town Manager

None.

B. Town Attorney

None.

C. Council Members

Councilman Burnette: None

Councilman Shepherd: None

Councilman Jenkins: None

Councilman Brown: requested staff look at the walkway at Riverfront Park, he reported that it was slippery and could be dangerous.

Councilmember Bynum: None

Councilman Taylor: addressed concerns about people in public places with sagging pants, cars parked against the way of travel and the need for a new internet provider. Councilman Taylor also thanked the Police Department for patrolling Pine Street on Halloween.

Councilmember Jordan: stated that she enjoyed the events held during the weekend, Pet Fest, Brewgrass Festival.

Councilman Woodard: thanked Veteran's for their service. Councilman Woodard also thanked the Police Department for addressing speeding concerns in his neighborhood and Tina Parker and Catherine Grimm for planning the events held over the weekend. Councilman Woodard asked if the Town had a motto.

10. ADJOURNMENT

Deborah Jordan made a motion, which was seconded by Clarence Brown and Passed, Motion.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: 2017 Tax Levy Adjustment

Date: 11/13/2018

Memo Number: 18-75

The Schedule of 2017 Tax Levy Adjusted as of November 13, 2018, attached hereto, lists the valuations and tax amounts of one (1) release. The release has been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Enter into the minutes 2017 Tax Levy release number 29 in the amount of \$7.43, and
2. Approve the Schedule of 2017 Tax Levy Adjusted as of November 13, 2018, in the amount of \$3,331,127.13.

ATTACHMENTS:

Description	Upload Date	Type
2017 Tax Levy Adjustment	11/6/2018	Exhibit

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2017 TAX LEVY
Adjusted as of November 13, 2018

VALUATIONS

	<u>Real</u>	<u>Personal</u>	<u>Public Service Companies</u>	<u>Dog Tax</u>	<u>Total</u>
Balance June 11, 2018	578,319,683	208,712,700	23,734,595	0	810,766,978
After list	0	0	0	0	0
Less Releases 29	<u>0</u>	<u>(1,646)</u>	<u>0</u>	<u>0</u>	<u>(1,646)</u>
Balance as of November 13, 2018	<u><u>578,319,683</u></u>	<u><u>208,711,054</u></u>	<u><u>23,734,595</u></u>	<u><u>0</u></u>	<u><u>810,765,332</u></u>

TAX CALCULATIONS

	<u>Real, Personal, & Pub. Ser. Co.</u>	<u>Late Listing Penalty</u>	<u>Auto Tax</u>	<u>Dog Tax</u>	<u>Total</u>
Balance June 11, 2018	3,324,145.30	5,773.26	265.00	951.00	3,331,134.56
After list	0.00	0.00	0.00	0.00	0.00
Less Releases 29	<u>(6.75)</u>	<u>(0.68)</u>	<u>0.00</u>	<u>0.00</u>	<u>(7.43)</u>
Balance as of November 13, 2018	<u><u>3,324,138.55</u></u>	<u><u>5,772.58</u></u>	<u><u>265.00</u></u>	<u><u>951.00</u></u>	<u><u>3,331,127.13</u></u>



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: 2018 Tax Levy Adjustment

Date: 11/13/2018

Memo Number: 18-76

The Schedule of 2018 Tax Levy Adjusted as of November 13, 2018, attached hereto, lists the valuations and tax amounts of twenty-three (23) after lists and five (5) 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 5 through 27 in the amount of \$133,441.38,
2. Enter into the minutes 2018 Tax Levy release numbers 14 and 15 in the amount of \$17.47,
3. Approve 2018 Tax Levy release numbers 16 through 18 in the amount of \$3,965.79, and
4. Approve the Schedule of 2018 Tax Levy Adjusted as of November 13, 2018, in the amount of \$3,385.985.78.

ATTACHMENTS:

Description	Upload Date	Type
2018 Tax Levy Adjustment	11/6/2018	Exhibit

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2018 TAX LEVY
Adjusted as of November 13, 2018

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	GAP	Total
Balance October 8, 2018	581,799,820	207,795,753	0	0	6,834,782	796,430,355
After list: 5 - 27	0	22,183	32,514,999	0	0	32,537,182
Less Releases: 14 - 18	(50,274)	(771,046)	0	0	(26,320)	(847,640)
Balance as of November 13, 2018	581,749,546	207,046,890	32,514,999	0	6,808,462	828,119,897

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
Balance October 8, 2018	3,237,342.49	10,690.59	0.00	882.00	7,612.58	3,256,527.66
After list: 5 - 27	133,402.46	38.92	0.00	0.00	0.00	133,441.38
Less Releases: 14 - 18	(3,367.41)	(316.13)	0.00	0.00	(299.72)	(3,983.26)
Balance as of November 13, 2018	3,367,377.54	10,413.38	0.00	882.00	7,312.86	3,385,985.78



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Approve minutes of the October 8, 2018 regular meeting.

Date: 11/13/2018

Memo Number:

ATTACHMENTS:

Description	Upload Date	Type
October 8, 2018 Council Meeting	11/6/2018	Presentation
October Meeting Attachments	11/7/2018	Cover Memo

MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, OCTOBER 8, 2018 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA

MEMBERS PRESENT

Joe Pitt	Mayor
C.B. Brown	Councilman
Steve Burnette	Councilman
Sabrina Bynum	Councilmember
John Jenkins	Councilman
Deborah Jordan	Councilmember
Garland Shephard	Councilman
Leo Taylor	Councilman/Mayor Pro Tem
Othar Woodard	Councilman

MEMBERS ABSENT

ALSO PRESENT

Troy Lewis	Town Manager
Leslie M. Lunsford	Town Clerk
Chad Hinton	Town Attorney

1. MEETING CALLED TO ORDER

The meeting was called to order by Mayor Pitt.

2. INVOCATION

Invocation was given by Councilman Shephard.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Councilman Taylor made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the agenda as presented.

5. REQUESTS AND PETITIONS OF CITIZENS

A. Judith Moss – 1708 W Wilson Street, Tarboro

Ms. Moss informed Council that she was working with the Tarboro Police Department and a community watch group in her neighborhood. She expressed her appreciation to the TPD for their participation and support.

B. Bryce Knight – 1112 Edmondson Avenue, Tarboro

Mr. Knight addressed concerns at Clark Park, Councilman Shephard asked for suggestions to remedy the issues. Mr. Knight suggested the Town clean up the ditch near Clark Park. Troy Lewis informed Mr. Knight and Council that the ditch was part of a State of NC easement, he also stated that he has been in contact with the State to resolve the issue.

C. Greg Higgs – 1105 Bradley Avenue, Tarboro

Mr. Higgs requested that Council appoint someone to serve on the Citizen’s Advisory Board that will participate and attend the meetings, requested the drainage system in his neighborhood be cleaned out more often and he stated that he had applied for a job with the Town of Tarboro and thought the hiring process was unfair. Mr. Higgs also addressed a situation that occurred in May with the Police Department.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

None.

7. REPORTS OF BOARDS AND COMMISSIONS

None.

8. TOWN MANAGER’S RECOMMENDATIONS

A. Consent Items

Councilman Jenkins made a motion, which was seconded by Councilman Woodard and passed unanimously, that the following consent item be approved:

(1) Memo 18-65 – 2018 Tax Levy Adjustment

Action taken: Council

- (1) ordered the Tax Collector be charged with after lists 1 through 4 in the amount of \$1,744.64,
- (2) entered into the minutes 2018 Tax Levy release numbers 1 through 8 in the amount of \$147.34,
- (3) approved 2018 Tax Levy release numbers 9 through 13 in the amount of \$3,113.48, and
- (4) approved the *Schedule of 2018 Tax Levy*, attached at page 73-89a, in the amount of \$3,256,527.66.

(2) Minutes

Action taken: Council approved the minutes of September 10, 2018 regular meeting

B. Action Items

(1) Memo 18-66 – Resolution – Model Food System Plan

Councilmember Woodard made a motion, which was seconded by Councilmember Jordan to adopt the resolution supporting the development of a municipal model food system plan and implementation, after Council discussion, the motion was withdrawn. Councilman Jenkins made a motion, which was seconded by Councilman Shephard and passed by a 7 to 1 vote, that Council table until further notice. Councilmembers Burnette, Shephard, Jenkins, Brown, Bynum, Taylor and Woodard voted for the motion. Councilmember Jordan voted against the motion.

(2) Memo 18-67 – Brewgrass Festival – Alcohol Sales

Councilman Jenkins made a motion, which was seconded by Councilmember Bynum and passed by a 6 to 2 vote, that Council adopt the resolution attached at page 73-89b, authorizing the sale and consumption of alcohol at Riverfront Park, on November 11th, 2018 from 12:00 PM until 5:00 PM during the Tarboro Brewing Company Brewgrass Festival. Councilmembers Woodard, Jordan, Bynum, Brown, Jenkins and Burnette voted for the motion. Councilmembers Taylor and Shephard voted against the motion.

(3) Memo 18-68 – Amendment to the Code of Ordinances – Alcohol at Events

Councilman Taylor made a motion, which was seconded by Councilman Shephard that Council reject the ordinance presented. Councilmembers Taylor, Bynum, Brown and Shephard voted for the motion. Councilmembers Woodard, Jordan, Jenkins and Burnette voted against the motion. The Mayor voted against the motion to reject the ordinance. Councilman Woodard made a motion, which was seconded by Councilmember Jordan that Council adopt the following ordinance. Councilmembers Woodard, Jordan, Burnette and Jenkins voted for the motion. Councilmembers Taylor, Bynum, Shephard and Brown voted against the motion. The Mayor voted for the motion to adopt the ordinance. There was confusion on the number of voting Councilmembers for motion to adopt the ordinance, therefore, a second vote was called for. The votes remained the same, Council adopted the following ordinance:

ORDINANCE NO.: 18-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE TOWN OF TARBORO TO ESTABLISH REGULATIONS PERTAINING TO ALCOHOL SALES AND CONSUMPTION DURING SPECIAL EVENTS.

The Ordinance is recorded in Ordinance Book Number 11.

(4) Memo 18-69 – Taxes – Charge Off of Uncollectible Personal Taxes – 2008 Tax Levy

Councilman Taylor made a motion, which was seconded by Councilmember Bynum and passed unanimously, that Council:

- (1) authorize the 2008 personal property tax for each taxpayer listed on the schedule, attached at page 73-89c, in the amount of \$540.62, which is determined to be uncollectable, be charged off the books of the Tax Collector and the Tax Collector be relieved from the collection of same, and also be given credit for same in her settlement.
- (2) authorize the outstanding 2008 motor vehicle tax receivable in the amount of \$7,334.13, which was billed and remains uncollected by Edgecombe County, be charged off the books of the Tax Collector and the Tax Collector be given credit for same in her settlement.
- (3) authorize the accounts charged off be turned over to the Finance Director for verification and disposal in accordance with The Municipal Records Retention and Disposition Schedule.

(5) Memo 18-70 – Appointment – Edgecombe Co. Memorial Library Board of Trustees

Councilman Taylor made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council appoint Ms. Inez Ribustello to fill the vacant position on the Edgecombe County Memorial Library Board of Trustees.

(6) Memo 18-71 – Appointment for October – Citizens Advisory Recreation Committee

It is recommended that Council be prepared to appoint (9) nine individuals to fill the expired terms at the November Council meeting.

(7) Memo 18-72 – Appointment for October – Edgecombe County Tourism

It is recommended that Council appoint (3) three individuals to fill the expired terms at the November Council meeting.

(8) Memo 18-73 – Appointment for October – Planning Board and Zoning Commission

It is recommended that Council be prepared to appoint (5) five individuals to fill the expired terms at the November Council meeting.

**(9) Memo 18-74 – Appointment for October –
Redevelopment Commission**

It is recommended that Council be prepared to appoint an individual to fill the expired (5) five year term at the November Council meeting.

9. OTHER REPORTS

A. Town Manager

Troy Lewis informed Council that Town Hall would be closed on Monday, November 12, 2018 in observance of Veteran's Day, which is the day of the November Council meeting. He asked if Council would like to hold the meeting as scheduled or reschedule due to the holiday. Councilmember Bynum made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council hold the meeting on Tuesday, November 13, 2018.

B. Town Attorney

None.

C. Council Members

Ward 1 – Councilman Woodard – thanked Troy Lewis and staff for working well to accommodate Council's requests.

Ward 2 - Councilman Taylor – none.

Ward 3 – Councilman Burnette – none.

Ward 4 – Councilman Brown – thanked Judith Moss for her involvement with the Tarboro Police Department and community watch group.

Ward 5 – Councilman Jenkins – acknowledged an ongoing problem with raccoons, Animal Control was directed to handle the issue.

Ward 6 – Councilmember Jordan – requested that the Code Enforcement Officer notify local realtors to keep vacant properties secure to avoid houses being used for drug activities.

Ward 7 – Councilmember Bynum – thanked Judith Moss for her involvement with the Tarboro Police Department and community watch group.

Ward 8 - Councilman Shepheard – requested an update on the Code Enforcement Officer, the part-time Building Inspector and the Rotary Club's tree project.

10. ADJOURNMENT

Councilman Woodard made a motion, which was seconded by Councilmember Jordan and passed unanimously, that the meeting be adjourned.

Joe Pitt, Mayor

Leslie M. Lunsford, Town Clerk

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2018 TAX LEVY
Adjusted as of October 8, 2018

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	GAP	Total
Initial Billing September 10, 2018	582,086,207	207,986,868	0	0	6,834,782	796,907,857
After list: 1 - 4	0	314,761	0	0	0	314,761
Less Releases: 1 - 13	(286,387)	(505,876)	0	0	0	(792,263)
Balance as of October 8, 2018	581,799,820	207,795,753	0	0	6,834,782	796,430,355

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
Initial Billing September 10, 2018	3,239,300.26	10,246.00	0.00	885.00	7,612.58	3,258,043.84
After list: 1 - 4	1,290.51	454.13	0.00	0.00	0.00	1,744.64
Less Releases: 1 - 13	(3,248.28)	(9.54)	0.00	(3.00)	0.00	(3,260.82)
Balance as of October 8, 2018	3,237,342.49	10,690.59	0.00	8,494.58	7,612.58	3,256,527.66

ITEMIZED RELEASES

Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
1	Cannon Financial Services, Inc Listed in error	4878	21.86	0.00	0.00	0.00	0.00	21.86
2	Calhoun Enterprises Inc Not in City Limits	7152	2.66	0.00	0.00	0.00	0.00	2.66
3	Earthleen Hinton Mobile Home listed in error	7120	27.31	2.73	0.00	0.00	0.00	30.04
4	WW Grainger, Inc Filed Timely	6259	0.00	2.40	0.00	0.00	0.00	2.40
5	David Anthony Davis Not in City Limits	4829	36.20	3.62	0.00	3.00	0.00	42.82
6	Manufacturer Services/Wells Fargo Equipment disposed in 2017	1252	33.58	0.00	0.00	0.00	0.00	33.58
7	New Bakery Co of Ohio, Inc Double Listed/Name Change	1259	7.86	0.79	0.00	0.00	0.00	8.65
8	Joseph L Dupree Not Located Inside City Limits	6978	5.33	0.00	0.00	0.00	0.00	5.33
9	Hilma LLC Structure Demolished in 2017 4728-83-6698-00	2735	226.25	0.00	0.00	0.00	0.00	226.25
10	Hilma LLC Structure Demo/Land Value Error 4728-84-9123-00	7014	809.05	0.00	0.00	0.00	0.00	809.05
11	Ruby Keene OA Exemption signed late 4728-68-8599-00	1721	138.89	0.00	0.00	0.00	0.00	138.89
12	Bank of America Leasing & Capital Equipment disposed in 2017	4227	1,835.44	0.00	0.00	0.00	0.00	1,835.44
13	State Employees' Credit Union Listing Error	3930	103.85	0.00	0.00	0.00	0.00	103.85
Total Releases			3,248.28	9.54	0.00	3.00	0.00	3,260.82



**A RESOLUTION PERMITTING THE SALE OF ALCOHOL
FOR A BEER FESTIVAL TO BE HELD AT RIVERFRONT PARK**

THE TOWN COUNCIL OF THE TOWN OF TARBORO RESOLVES:

WHEREAS, Inez Ribustello of Tarboro Brewing Company has requested that the Town of Tarboro co-sponsor a beer festival on Town-owned property; and

WHEREAS, the Town Council of the Town of Tarboro has a desire to support events in the Town that attract visitors and provide entertainment for residents; and

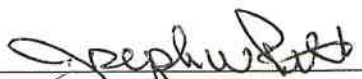
WHEREAS, the Town Council of the Town of Tarboro acknowledges its citizens realize a social and economic benefit from holding such events; and

WHEREAS, the Town Council of the Town of Tarboro acknowledges the proposed area to be utilized for the sale and consumption of alcohol will be limited to Riverfront Park, which will be closed off for this event; and

WHEREAS, the Town Council of the Town of Tarboro acknowledges that a third-party vendor will secure all required permits for the sale of alcohol,

NOW THEREFORE, Town Council of the Town of Tarboro Resolves:

That alcohol is permitted to be sold and consumed during a beer festival to be held from 12:00 PM until 5:00 PM on November 11, 2018 at Riverfront Park.



Joseph W. Pitt, Mayor

<u>Prop/Parcel</u>	<u>Owner Name</u>	<u>Tax Prin Balance</u>
170191	ALMARAZ, OMAR	4.20
152293	AVENT, STEVEN	2.10
145341	CABRERA, MARIA	15.08
102928	CARNEY, ALTON RAY	1.95
121560	FERRELL REALTY LLC	13.31
122162	GARCIA, MARIA	4.54
149916	GARCIA, SOCORRO	7.01
164331	GREEN, RANDY	3.24
170789	GRINDHOUSE TATOO AND BOD	95.30
170209	LOPEZ, CECILIA	4.20
170211	LOZANO, OCTAVIO	7.01
145792	MEDINA, ELVIA	44.77
170791	MERCI	35.91
123556	MILES, VIRGINIA	14.95
168049	MYRICK'S BACKYARD BBQ	28.01
134678	ORTIZ, JUAN MANUEL SILVA	4.20
100691	SHARPE, JAMES JACKSON	4.20
148960	THORNE, JULIUS EARL	1.24
151034	TOTAL LOOK HAIR SALON	27.72
167302	WEBB, LARRY ROBERT JR	4.20
127340	ZAIAS, MARTIN	4.20
114087	AUTOMATIC BANKCARD SERVICES IN	16.59
142707	BATTLE, JERRY EARL	1.95
59795	BIDDLE, KEVIN C	13.69
31724	BULLOCK, THRESIA DELOIS	7.60
154806	BURGESS, CHRISTOPHER ERIC	2.10
104736	CASTILLO, AQUILEO	7.22
83547	COLONIAL PLAZA ASSOCIATE	10.58
126860	CRESPO, GURILLERNO	17.18
96403	ESPINOZA, JOSE ANTONIO SALAZAR	9.41
95221	GARCIA, JORGE	6.22
89242	GONZALEZ, FLORENCIO	26.12
80655	HENDERSON C H & SONS	5.84
12834	HENDERSON, C H, JR	6.76
123974	LANGLEY, WILLIAM L	1.95
126926	LEWIS, WILLIAM	1.95
106890	MOWERS, JASON L	1.85
126905	ORTIZ-CORDOVA, FERNEL ADAN	12.01
138827	OWENS, BRENDA C	3.36
98387	RAUDA, VICTOR MANUEL	13.73
97554	SAGRERO, BLANCA ESTELA	6.51
95348	SANCHEZ, JOSE BENTURA	4.20
136900	SMITH, LARRY VAN	8.65
98941	SPRINT UNITED MANAGEMENT	4.41
48603	SPRINT UNITED MANAGEMENT	13.06
142646	TORRES, RODRIGO	9.58
130574	VAZQUEZ, YOLANDA	4.96

Total**\$540.62**



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Resolution - Model Food System Plan

Date: 11/13/2018

Memo Number: 18-77

Reverend Richard Joyner of the Conetoe Family Life Center and other local leaders are proposing a collaboration between Nash and Edgecombe County and Municipal Governments to improve access to fresh produce and foods in under-served communities. The Town of Tarboro has been asked to support this endeavor with the adoption of the attached Resolution recognizing the need to create and implement a well-coordinated strategy to accomplish the same.

Therefore, it is recommended Council adopt the attached resolution supporting the development of a municipal model food system plan and implementation to increase access to fresh produce and foods in under-served communities.

ATTACHMENTS:

Description	Upload Date	Type
Resolution Approving the Development of a Model Food System Plan	10/30/2018	Resolution Letter

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TARBORO
APPROVING THE DEVELOPMENT OF A MUNICIPAL MODEL FOOD SYSTEM
PLAN AND IMPLEMENTATION TO INCREASE ACCESS TO FRESH PRODUCE
AND FOODS IN UNDERSERVED COMMUNITIES AND PROMOTE ECONOMIC
DEVELOPMENT OPPORTUNITIES**

WHEREAS, food security is a necessity of life, recognized as a condition in which all community residents must be able to obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes community self-reliance and self-justice; and

WHEREAS, the Town of Tarboro has limited access to fresh, healthy foods within reasonable distance in several of its underserved communities; and

WHEREAS, the availability of nutritious food for all citizens is essential to the health and well-being of the community, and local government has a proper role to play in ensuring that all citizens have access to an adequate and nutritious food supply; and

WHEREAS, the Town of Tarboro has dedicated leaders, community advocates, farmers, and volunteers working to improve health outcomes and access to quality, affordable, and locally-grown foods; and

WHEREAS, a lack of grocery stores in distressed neighborhoods may inhibit the Town's ability to apply for state or federal incentives to support new housing development in those areas; and

WHEREAS, fresh, local, and equitable food initiatives create diverse economic opportunities through community engagement, job creation, entrepreneurship, small business development, enhanced food production, poverty reduction and improved health outcomes; and

WHEREAS, the development and implementation of this Municipal Model Food System is in collaboration and partnership with the Town of Tarboro, the City of Rocky Mount, the Town of Conetoe, Nash and Edgecombe Counties.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Tarboro hereby establishes a model food system and recognizes its need for creating and implementing a well-coordinated strategy for enhancing the growth and availability of fresh foods in distressed communities throughout the Town of Tarboro.

Adopted this 13th day of November, 2018.

Joseph W. Pitt, Mayor

Attest:

Leslie M. Lunsford, Town Clerk



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Budget Amendment - Collection of Delinquent Taxes and Liens

Date: 11/13/2018

Memo Number: 18-78

The Town of Tarboro Revenue Office continuously strives to collect delinquent taxes, weed liens, and demolition liens. In certain instances, these efforts incur costs outside of the normal daily operations of the department. In order to allow the Collector of Revenue to utilize all methods available to her in accordance with NC General Statutes, up to and including foreclosure, funds need to be budgeted to allow for such expenditures.

It is recommended that Council approve the attached budget resolution.

ATTACHMENTS:

Description	Upload Date	Type
Budget Resolution - Delinquent Collections	11/7/2018	Resolution Letter

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

November 13, 2018

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2018-2019 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>	<u>Revised Budget</u>
REVENUES - GENERAL FUND					
10-3990-0100	FUND BALANCE APPROPRIATED	458,642	+	5,000	463,642
EXPENDITURES - GENERAL FUND					
10-4140-4400	DELINQUENT COLLECTIONS	-	+	5,000	5,000

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 - Wyatt Fountain Repair

Date: 11/13/2018

Memo Number: 18-79

Originally dedicated in 1910, the Henry Lawson Wyatt Memorial Fountain located on the Town Common is currently in need of repair. Funded in part by generous donations from a member of the community, such repairs have been scheduled to take place over the winter. In order to carryout these repairs, a budget amendment is necessary to allow for the expenditure of funds received.

It is recommended that Council approve the attached budget resolution.

ATTACHMENTS:

Description

[Budget Resolution - Wyatt Fountain](#)

Upload Date

11/6/2018

Type

Budget Amendment

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

November 13, 2018

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2018-2019 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>	<u>Revised Budget</u>
REVENUES - GENERAL FUND					
10-3950-0200	CHARITABLE DONATIONS	0	+	20,000	20,000
EXPENDITURES - GENERAL FUND					
10-4260-7300	CAPITAL OUTLAY - IMPROVEMENTS	185,000	+	20,000	205,000

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 - Emergency Telephone (911) Fund

Date: 11/13/2018

Memo Number: 18-80

The Town of Tarboro receives an annual allocation from the North Carolina 911 Fund, an interest-bearing special revenue fund within the State treasury. One twelfth of this allocation is disbursed each month, and these funds are restricted in their use. The total allocation is based upon the spending average for the previous three years as well as the current fund balance.

Since the beginning of the 2018-2019 fiscal year, the Tarboro Police-Fire Communications Center has encountered unexpected maintenance service fees related to emergency telephone upgrades completed during the 2014-2015 fiscal year. In order to offset these costs and help ensure future annual allocations remain consistent, it is necessary to amend the Emergency Telephone Fund.

It is recommended that Council approve the attached budget resolution.

ATTACHMENTS:

Description

[Budget Resolution - E-911](#)

Upload Date

11/7/2018

Type

Budget Amendment

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

November 13, 2018

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2018-2019 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>	<u>Revised Budget</u>
REVENUES - GENERAL FUND					
21-3990-0100	FUND BALANCE APPROPRIATED	69,774	+	35,000	104,774
EXPENDITURES - GENERAL FUND					
21-4315-4500	CONTRACTED SERVICES	-	+	35,000	35,000

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: CenturyLink Easement Extension Agreement

Date: 11/13/2018

Memo Number: 18-81

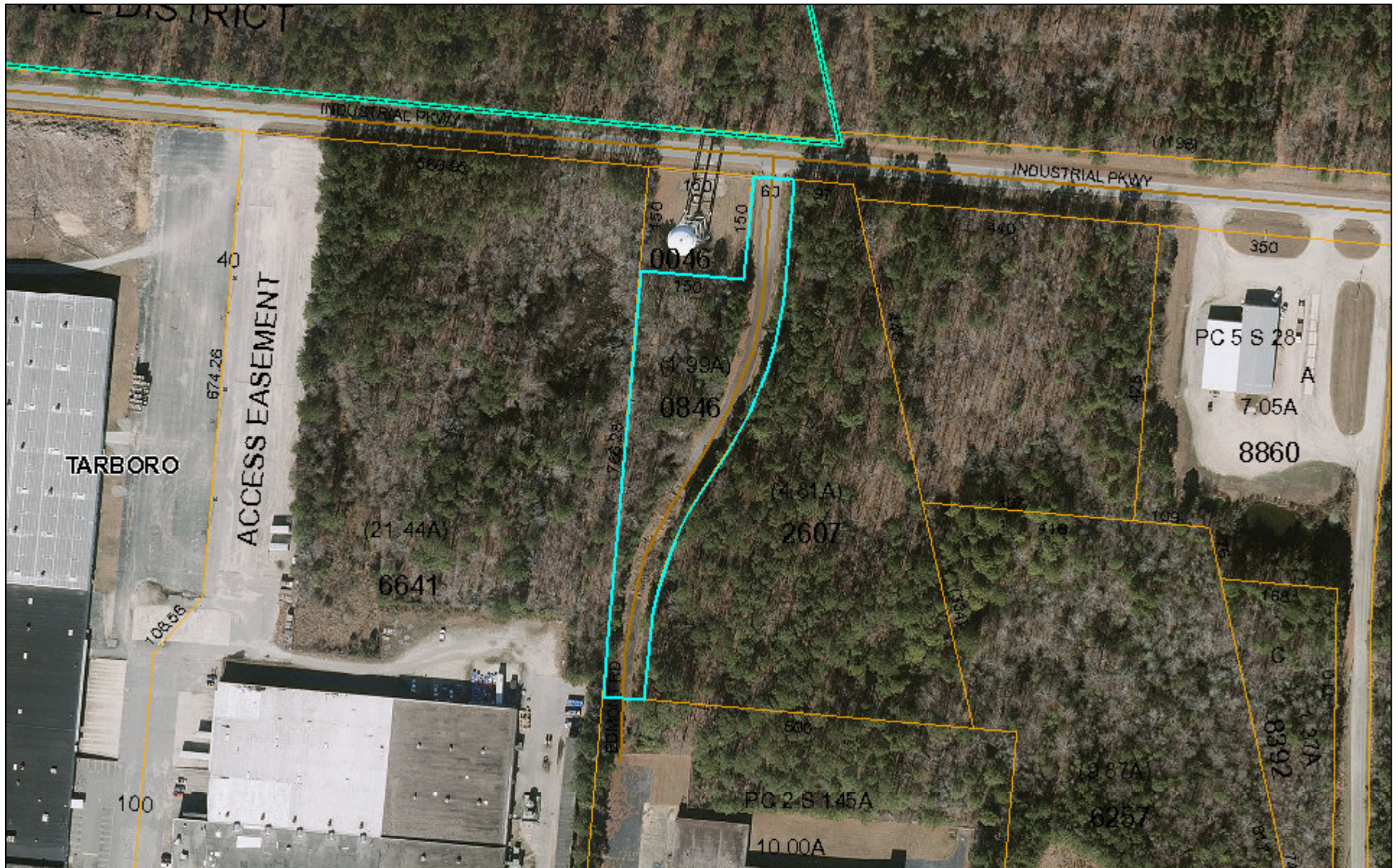
Since 1998, The Town of Tarboro has had an easement agreement with CenturyLink to allow phone equipment on Town-owned property adjacent to Edmont Road. Since that time, the Town has renewed the agreement for subsequent 10-year periods at an annual price of \$500. CenturyLink has requested that the lease be renewed for an additional 10-year period, per the provisions of the original easement agreement.

It is recommended that Council authorize the execution of a Utility Easement Extension Agreement with CenturyLink to occupy Town-owned property on Edmont Road for an additional 10-years.

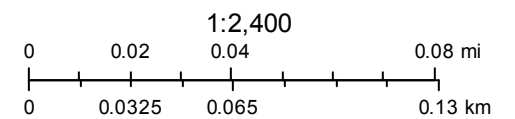
ATTACHMENTS:

Description	Upload Date	Type
Town Property - Easement Area	11/6/2018	Cover Memo
Utility Easement Extension Agreement	11/6/2018	Backup Material
CenturyLink Utility Extension Agreement	11/7/2018	Cover Memo

Edgecombe County



November 6, 2018





Zach Palmer
Real Estate Consultant
809 Silver Linden Lane
Wake Forest, NC 27587
919-435-7206

June 25, 2018

Town of Tarboro
P.O. Box 220
Tarboro, NC 27886-0221

Re: Utility Easement Extension Agreement
106 Edmont Road.
900 sq. ft. facility easement & access easement leased on October 26, 1998 Edgecombe
County, NC

Dear Mr. Lewis:

Carolina Telephone and Telegraph Company, LLC d/b/a CenturyLink currently has a lease at the above property and it will expire on October 25, 2018. As stated in the original Utility Easement "this utility easement shall be renewable in successive ten (10) year periods in the event that GRANTOR determines that the property will not be needed by the GRANTOR during each renewal term". CenturyLink would like to acquire rights for an additional ten (10) year period for the existing site located at 106 Edmont Road to continue service to the Edmont Road and Industrial Parkway area.

I have included with this letter a copy of the original utility easement and the utility easement extension agreement for your review.

If you would please, contact me at your earliest convenience to discuss the new terms. Please see my contact information below.

Respectfully,

A handwritten signature in black ink, appearing to read "Zach Palmer", written over a horizontal line.

Zach Palmer

Right-of-Way Agent

CenturyLink

Voice: 919-435-7206

Mobile: 321-917-7933

Email: zachary.palmer@centurylink.com

809 Silver Linden Lane,
Wake Forest, NC 27587

UTILITY EASEMENT EXTENSION AGREEMENT

This UTILITY EASEMENT EXTENSION AGREEMENT ("Agreement") is entered into as of the "Effective Date" (as defined in Section 4) by and between Town of Tarboro, North Carolina ("Grantor"), and Carolina Telephone and Telegraph Company LLC dba Embarq f/k/a Carolina Telephone and Telegraph Company ("Grantee").

BACKGROUND

- A. Grantee is the holder of an utility easement pursuant to that certain Utility Easement dated October 26, 1998 ("Easement Agreement") recorded in Book 1230, Page 924 in the Official Records of Edgecombe County, North Carolina.
- B. The term of the Easement Agreement expires on October 25, 2008.
- C. The term of the Easement Agreement is renewable in successive ten year periods as more particularly set forth in the Easement Agreement.

In consideration of the following terms, agreements and conditions and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Grantor and Grantee, the parties agree to amend and modify the Easement Agreement as follows:

- 1. Term. The term of the Easement Agreement is hereby extended and will expire on October 25, 2018 ("Extended Term").
- 2. Consideration. As consideration for the rights extended to Grantee hereunder, Grantee agrees to pay to Grantor \$500.00 per year to be paid on or before October 26th of each year of Extended Term.
- 3. Notices are to be sent by the Grantor to the Grantee by mailing same to the Grantee at the following address:

Carolina Telephone and Telegraph Company LLC
600 New Century Parkway
KSNCAA0133-RETA600
New Century, KS 66031

- 4. Except as amended by this Agreement, the Easement Agreement remains in full force and effect and is restated, ratified and confirmed in accordance with its original terms. In the event of a conflict between the terms and conditions of the Easement Agreement and those of this Agreement, the terms and conditions of this Agreement will control. The Effective Date of this Agreement is the date this Agreement is last signed by the parties where indicated below.

ALN 15434

GRANTOR:

TOWN OF TARBORO
NORTH CAROLINA

GRANTEE:

CAROLINA TELEPHONE AND
TELEGRAPH COMPANY LLC

BY: Donald A. Morris

PRINTED NAME: Donald A. Morris

TITLE: Mayor

DATE: 7-14-08

BY: Monica A. Megyesi

PRINTED NAME: Monica A. Megyesi

TITLE: Real Estate Manager III

DATE: 08/04/2008

State of NORTH CAROLINA)

County of EDGECOMBE)

BE IT REMEMBERED, that on this 14th day of July, 2008, before me, a Notary Public in and for said County and State, came Donald A. Morris who is the Mayor of Town of Tarboro, who is personally known to me to be the same person who signed the herein instrument, and such person duly acknowledged the signing of the same to be their free act and deed on behalf of the company.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Pamela B. Pate
Notary Public

My commission expires:

2-23-2010

STATE OF North Carolina)
)
COUNTY OF Wake)

BE IT REMEMBERED, that on this 4 day of August, 2008, before me, a Notary Public in and for said County and State, came Monica A. Megyesi, who is the Real Estate Mgr III of Carolina Telephone and Telegraph Company LLC d/b/a Embarq, who is personally known to me to be the same person who signed the herein instrument, and such person duly acknowledged the signing of the same to be their free act and deed on behalf of the limited liability company.

IN WITNESS WHEREOF, I have hereto subscribed my name and affixed my official seal the day and year last above written.

Sharon DeBe
Notary Public

My commission expires:

3/13/2010



* Return to: SPRINT
2313 Executive Park Cir.
Greenville, NC 27834
BOOK 1238 PAGE 0924
ARN 15434

STATE OF NORTH CAROLINA
COUNTY OF EDGECOMBE

UTILITY EASEMENT

This **UTILITY EASEMENT** is made and entered into this 26th day of October, 1998, by and between **TOWN OF TARBORO**, a Municipal Corporation created and existing under and by virtue of the laws of the State of North Carolina (herein called **GRANTOR**), and Carolina Telephone and Telegraph Company, a North Carolina Corporation with offices located at 14111 Capital Boulevard, Wake Forest, Franklin County, North Carolina (herein called **GRANTEE**).

For value received, in full payment of the rights and privileges herein granted, **GRANTOR** hereby grants and conveys unto **GRANTEE**, it's licensees, successors and assigns, subject to the terms and conditions herein stated, a right of way and easement over, under and upon certain lands of **GRANTOR**, being a portion of the same land conveyed to **GRANTOR** by deed recorded in Book 1107, Page 502, Edgecombe County Registry, said easement being for a parcel of land more particularly described on "Exhibit A" upon which **GRANTEE** may construct and maintain weatherproof cabinet(s) for housing telephone equipment used in connection with providing telephone service. The foregoing easement includes the right to make future additions, replacements or rearrangements of facilities upon the easement property, and the right to construct, operate and maintain such wires, cables, anchors, pedestals, or other fixtures **GRANTEE** deems necessary for efficient use of the weatherproof cabinet(s) for providing telephone service.

The term of said easement and right-of-way shall be for a period of ten (10) years commencing upon execution of this utility easement. This utility easement shall be renewable in successive ten (10) year periods in the event that **GRANTOR** determines that the property will not be needed by **GRANTOR** during each renewal term.

GRANTEE shall have the right to keep the easement, right-of-way and facilities free from trees and foliage.

GRANTOR covenants with the GRANTEE that GRANTOR is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and is free and clear of all encumbrances, and that GRANTOR will warrant and defend the title against the lawful claims of all persons whomsoever.

A plat of the parcel of land included in the foregoing easement and right-of-way is attached as "Exhibit A-1", and is made a part hereof.

IN WITNESS WHEREOF, the GRANTOR, The Town of Tarboro has authorized and caused this Utility Easement to be executed in its name by its MAYOR and attested by its Town Clerk and its official seal duly affixed hereto, all by the authority of the resolution heretofore set forth, the day and year first above written.

GRANTOR:

TOWN OF TARBORO

Donald A. Morris
DONALD A. MORRIS, Mayor

ATTEST:

William L. Corbett
WILLIAM L. CORBETT, Town Clerk

(Official Seal of the
Town of Tarboro)

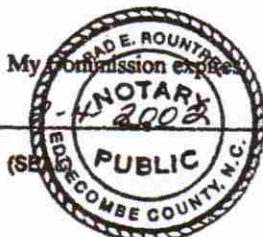
STATE OF NORTH CAROLINA

COUNTY OF EDGEcombe

I, RAO E. ROUNTREE, A Notary Public of the County and State aforesaid, do hereby certify that, William L. Corbett, Town Clerk, personally appeared before me this day and acknowledged that Donald A. Morris is the Mayor of the Town of Tarboro, a Municipal Corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by Mayor Donald A. Morris, sealed with its Corporate seal and attested by ~~himself~~ Town Clerk.

Witness my hand and notarial seal, this the 26TH day OCTOBER, 1998.

Rao E. Rountree
Notary Public



Easement Description

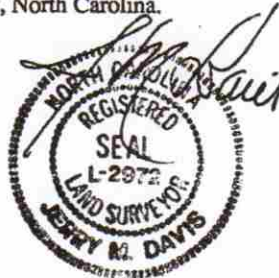
July 18, 1998

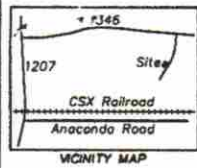
A certain tract or parcel of land containing 900 square feet, lying and being in the Town of Tarboro, Number 1 Township, Edgecombe County, North Carolina, bounded on the east by the western right of way of Edmont Road, on the north, west and south by the Town of Tarboro, North Carolina, (Deed Book 1107, Page 502), and being more particularly described as follows:

Commencing at an existing iron pipe stake at the intersection of the western right of way of Edmont Road with the southern right of way of Industrial Parkway, (State Road 1346); Thence in a southerly direction with the western right of way of Edmont Road, South 05 degrees 00 minutes West, 149.89 feet to an existing iron pipe stake in the western right of way of Edmont Road, said iron pipe stake marking the beginning of a curve to the right with a radius of 470.00 feet, a delta angle of 28 degrees 03 minutes 39 seconds; Thence continuing in a southerly direction with the western right of way of Edmont Road and the above mentioned curve, a chord bearing of South 19 degrees 02 minutes West, a chord distance of 227.89 feet to a new iron pipe stake in the western right of way of Edmont Road, said iron pipe stake marking the end of the above mentioned curve, THE POINT OF BEGINNING; Thence from the established POINT OF BEGINNING in a southerly direction with the western right of way of Edmont Road, South 33 degrees 04 minutes West, 30.00 feet to a new iron pipe stake in the western right of way of Edmont Road; Thence leaving the western right of way of Edmont Road in a westerly direction, North 56 degrees 56 minutes West, 30.00 feet to a new iron pipe stake; Thence in a northerly direction, North 33 degrees 04 minutes East, 30.00 feet to a new iron pipe stake; Thence in an easterly direction, South 56 degrees 56 minutes East, 30.00 feet to a new iron pipe stake in the western right of way of Edmont Road, THE POINT OF BEGINNING, containing 900 square feet as calculated by the Coordinate Method according to a survey entitled, "Map of Easement Property for Carolina Telephone and Telegraph Company," by Jerry M. Davis, RLS, dated July 18, 1998, using North Carolina Grid Meridian obtained from Solar Observations, and being the parcel marked EASEMENT on the survey, and being a small portion of the property conveyed to the Town of Tarboro, by Joseph C. Powell and wife, Elizabeth W. Powell and Mary C. Powell, by deed dated July 28, 1993, recorded in Deed Book 1107, Page 502, Edgecombe County Registry, North Carolina.

The grantors also convey an easement on any rights they may have in the following described portion of the right of way of Edmont Road:

Commencing at an existing iron pipe stake at the intersection of the western right of way of Edmont Road with the southern right of way of Industrial Parkway, (State Road 1346); Thence in a southerly direction with the western right of way of Edmont Road, South 05 degrees 00 minutes West, 149.89 feet to an existing iron pipe stake in the western right of way of Edmont Road, said iron pipe stake marking the beginning of a curve to the right with a radius of 470.00 feet, a delta angle of 28 degrees 03 minutes 39 seconds; Thence continuing in a southerly direction with the western right of way of Edmont Road and the above mentioned curve, a chord bearing of South 19 degrees 02 minutes West, a chord distance of 227.89 feet to a new iron pipe stake in the western right of way of Edmont Road, said iron pipe stake marking the end of the above mentioned curve, THE POINT OF BEGINNING; Thence from the established POINT OF BEGINNING in a southerly direction with the western right of way of Edmont Road, South 33 degrees 04 minutes West, 30.00 feet to a new iron pipe stake in the western right of way of Edmont Road; Thence leaving the western right of way of Edmont Road in an easterly direction, South 56 degrees 56 minutes East, 30.00 feet to a new PK nail in the center of Edmont Road; Thence in a northerly direction with the center of Edmont Road, North 33 degrees 04 minutes East, 30.00 feet to a new PK nail in the center of Edmont Road; Thence leaving the center of Edmont Road in a westerly direction, North 56 degrees 56 minutes West, 30.00 feet to a new iron pipe stake in the western right of way of Edmont Road, THE POINT OF BEGINNING, containing 900 square feet as calculated by the Coordinate Method according to a survey entitled, "Map of Easement Property for Carolina Telephone and Telegraph Company," by Jerry M. Davis, RLS, dated July 18, 1998, using North Carolina Grid Meridian obtained from Solar Observations, and being the parcel marked ACCESS EASEMENT on the survey, and being a small portion of the property conveyed to the Town of Tarboro, by Joseph C. Powell and wife, Elizabeth W. Powell and Mary C. Powell, by deed dated July 28, 1993, recorded in Deed Book 1107, Page 502, Edgecombe County Registry, North Carolina.





SR-1346 INDUSTRIAL PARKWAY

60' Right of Way

Map References:
Town of Tarboro Water Tank Site, Tarboro Industrial Park, by The Wooten Company, dated May 6, 1989, recorded in Deed Book 1031, Page 277.

Survey for Town of Tarboro, J.C. Powell & Mary C. Powell property, by Kenneth D. Talbot, dated July 28, 1993, recorded in Deed Book 1107, Page 564.

Survey for J.C. Powell Estate, by Kenneth D. Talbot, dated January 14, 1994, recorded in Plat Cabinet 3, Slide 198B.

Survey for Ansell-Edmont Industrial, Inc., by Kenneth D. Talbot, dated March 23, 1989, recorded in Plat Cabinet 2, Slide 145A.



NC Grid
From Solar
Observations

LEGEND:

- EIP EXISTING IRON PIPE
- NIP NEW IRON PIPE
- NPK NEW PK NAIL
- R/W RIGHT OF WAY
- PC POINT OF CURVE
- PT POINT OF TANGENT
- +99.9 SPOT ELEVATION

NOTES:

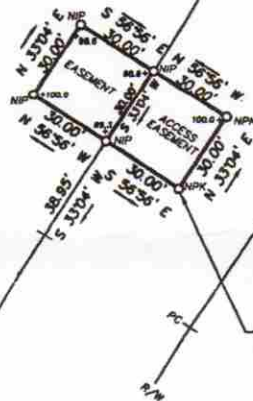
Geographic Position from a LORAN "C" fix:
Latitude North 35° 54' 53.5"
Longitude West 77° 35' 05.8"

Area calculated by the Coordinate Method:
Easement 900 square feet
Access Easement 900 square feet

Being a small portion of the property conveyed to Town of Tarboro, by Joseph C. Powell and wife, Elizabeth W. Powell, and Mary C. Powell, by deed dated July 28, 1993, recorded in Deed Book 1107, Page 502, Edgecombe County, North Carolina.

Tarboro Properties, LTD.
Deed Book 1137, Page 131

Town of Tarboro
Deed Book 1107, Page 502



BENCHMARK
TOP OF NPK
ELEVATION 100.0'
ASSUMED



MAP OF EASEMENT PROPERTY FOR

CAROLINA TELEPHONE AND TELEGRAPH COMPANY

Tarboro, Number 1 Township, Edgecombe County, NC

Scale: 1"=50.00'

July 18, 1998

Survey By Jerry M. Davis, Rocky Mount, NC



BOOK 1230 PAGE 0928

CERTIFICATIONS:

I, JERRY M. DAVIS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DESCRIPTION RECORDED IN DEED BOOK 1107, PAGE 502), THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION SHOWN ON THE FACE OF THIS PLAT, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS NOT PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE
6669, A.D. 1998



Jerry M. Davis
 SURVEYOR
 L-2972, REGISTRATION NUMBER

G.S. 47-30 f(11 d)
 I, JERRY M. DAVIS, REGISTERED LAND SURVEYOR, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, (EASEMENT PROPERTY), EXCEPTED FROM THE DEFINITION OF SUBDIVISION.

Jerry M. Davis
 JERRY M. DAVIS
 REGISTERED LAND SURVEYOR
 L-2972, REGISTRATION NUMBER

State of North Carolina

Gov. James Review Officer of Edgecombe County
 certify that the map or plat to which certification is affixed
 meets all statutory requirements for recording.

11/17/98
 Date

Jim Rountree
 Review Officer

NORTH CAROLINA, EDGECOMBE COUNTY
 The foregoing certificate(s) of Ad E. Rountree

A Notary Public, is (are) certified to be correct. This instrument
 was presented for registration and recorded in this office in
 Book 1230 Page 924 This 17 day
 of November 1998 at 12:30 o'clock
P.M.

Judy W. Cole
 Register of Deeds
By: Deborah H. Jernigan Deputy

MAP OF EASEMENT PROPERTY FOR**CAROLINA TELEPHONE AND TELEGRAPH COMPANY**

Tarboro, Number 1 Township, Edgecombe County, NC

Scale: 1"=50.00'

July 18, 1998

Survey By Jerry M. Davis, Rocky Mount, NC

12:30 pm
 1600
 Top 4000 - Sprint
 Page 2 of 2

91318

UTILITY EASEMENT EXTENSION AGREEMENT

THIS UTILITY EASEMENT EXTENSION AGREEMENT ("Agreement") is entered into as of the "Effective Date" (as defined in Section 4) by and between Town of Tarboro, North Carolina ("Grantor") and Carolina Telephone and Telegraph Company LLC dba CenturyLink f/k/a Carolina Telephone and Telegraph Company ("Grantee").

BACKGROUND

- A. Grantee is the holder of a utility easement pursuant to that certain Utility Easement dated October 26, 1989 ("Easement Agreement") recorded in Book 1230, Page 924 in the Official Records of Edgecombe County, North Carolina and an Utility Easement Extension Agreement dated August 4, 2008.
- B. The terms of the Utility Easement Extension Agreement will expire on October 25, 2018.
- C. The Term of the Easement is renewable in successive ten-year periods as more particularly set forth in the Easement Agreement

In consideration of the following terms, agreement and conditions and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Grantor and Grantee, the parties agree to amend and modify the Easement Agreement as follows:

AGREEMENT

- 1. Term. The term of the Easement Agreement is hereby extended and will expire on October 25, 2028 ("Extended Term").
- 2. Consideration. As consideration for the rights extended to the Grantee hereunder, Grantee agrees to pay Grantor \$500.00 per year to be paid on or before October 26, of each year of the Extended Term
- 3. Notices are to be sent by the Grantor to the Grantee by mailing same to the Grantee at the following address:

CenturyLink
100 CenturyLink Drive
Monroe, LA 71203
Attn: Network Real Estate
- 4. Except as amended by this Agreement, the Easement Agreement will remain in full force and effect and is hereby restated, ratified, and confirmed in accordance with its original terms. In the event of a conflict between the terms and conditions of the Easement Agreement and those of this Agreement, the terms and conditions of this Agreement will control.

The Effective Date of this Agreement is October 26, 2018

GRANTOR:
TOWN OF TARBORO, NORTH CAROLINA

BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

GRANTEE:
CAROLINA TELEPHONE AND TELEGRAPH
COMPANY LLC

BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATE OF NORTH CAROLINA
COUNTY OF EDGECOMBE

BE IT REMEMBERED, that on this ____ day of _____, 2018, before me, a Notary Public in and for said County and State, came _____, who is the _____ of the Town of Tarboro, who is personally known to me to be the same person who signed the herein instrument, and such person duly acknowledged the signing of the same to be their free act and deed of behalf of the Town of Tarboro.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My commission expires: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

BE IT REMEMBERED, that on this _____ day of _____, 2018, before me, a Notary Public in and foresaid County and State, came _____, who is the _____ of CAROLINA TELEPHONE AND TELEGRAPG LLC d/b/a CENTURYLINK, who is personally known to me to be the same person who signed the herein instrument, and such person duly acknowledged the signing of the same to be their free act and deed on behalf of the limited liability company.

IN WITNESS WHEREOF, I have hereto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My commission expires:



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: HMGP Appraisal Services Selection

Date: 11/13/2018

Memo Number: 18-82

The Town of Tarboro has received award of FY18 Hazard Mitigation Grant Funding (HMGP) funds to elevate seven and acquire/demolish seven residential structures. In August and September of 2018, we solicited proposals from several firms to provide the required appraisal services required to implement this program. The initial request only generated one response. In order to comply with the Town's adopted procurement policy a second request was made on October 1, 2018. Holland Consulting Planning has reviewed all four proposals received and is providing the board with the following recommendation for contract award.

Appraisal Services (required for all units scheduled for acquisition under the Hurricane Matthew Program)

Proposals were received from:

- East Pointe Services, LLC – Scotland Neck NC
- Amazing Grace Appraisals, LLC – Jackson NC
- Andy Piner & Associates, LLC – Greenville NC
- Stronach Commercial Appraisal Services, Inc. – Wilson NC

Although all four firms are well qualified, cost-effective and have experience in the Region, Stronach Commercial Appraisal Services appears to be the firm with the most local experience and knowledge. In addition, they are proposing the best fee associated with both new appraisals, as well as review appraisals that may be required within the scope of the project. We recommend award of the HMGP Surveying Services Contract to **Stronach Commercial Appraisal Services, Inc.** based on combined cost, project related knowledge, and responsiveness.

It is recommended that Council approve execution of a standard HMGP Professional Services Contract for Appraisal Services with the recommended firm in order to move forward with the Town of Tarboro Hurricane Matthew HMGP Program.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Stormwater Utility Fees

Date: 11/13/2018

Memo Number: 18-83

Based on a complaint from a local business owner, Council requested a review of the recently implemented Tarboro Stormwater Utility and the fees associated with the program. For Council's review, attached is a summary of revenues and expenditures to date.

It is recommended that Council provide guidance to Staff as to how the program will proceed.

ATTACHMENTS:

Description	Upload Date	Type
Stormwater Utility YTD Activity	11/7/2018	Cover Memo

Stormwater Utility
YTD Activity
July - October 2018

	July	August	September	October	YTD
Billed	-	49,629.00	49,023.00	46,557.00	145,209.00
Collected	-	18,043.45	46,256.72	33,591.74	97,891.91
A/R at Month End*	\$ -	\$ 31,585.55	\$ 34,351.83	\$ 47,317.09	\$ 47,317.09
Total Revenue	-	49,629.00	49,023.00	46,557.00	145,209.00
Personnel					
FICA	157.32	157.32	157.32	157.32	629.28
Insurance	645.80	645.80	645.80	645.80	2,583.20
Retirement	285.46	285.46	285.46	285.46	1,141.84
Salaries & Wages	2,065.60	2,065.60	2,065.60	2,065.60	8,262.40
Total Personnel	\$ 3,154.18	\$ 3,154.18	\$ 3,154.18	\$ 3,154.18	\$ 12,616.72
Administrative	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00	\$ 4,100.00
Operations	\$ 2,036.04	\$ 2,552.81	\$ 781.99	\$ 2,824.95	\$ 8,195.79
Stormwater Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 6,215.22	\$ 6,731.99	\$ 4,961.17	\$ 7,004.13	\$ 24,912.51
Net Income	\$ (6,215.22)	\$ 42,897.01	\$ 44,061.83	\$ 39,552.87	\$ 120,296.49

Note:

A/R figures at month-end are not a reflection of delinquent accounts. Amounts billed in one month are due the following month.



Town of Tarboro, North Carolina *Mayor and Council Communication*

Subject: Down East Home Consortium-Agreement

Date: 11/13/2018

Memo Number: 18-84

The Town of Tarboro has for consideration a renewal of an agreement for participation in the Down East Home Consortium (DEHC). The Consortium is made up of jurisdictions within, and including the overall entities of Nash and Edgecombe counties, and was established in 1995 to create a group eligible to receive Home Investment Partnership Act Funds (HOME Funds) from the Department of Housing and Urban Development (HUD). The HOME program seeks to provide decent, safe, and affordable housing for low-income families, and Tarboro participated as a member of the DEHC to make available its benefits to our citizens.

Participation eligibility within the Consortium is determined by the acceptance of an agreement, the current one being a three-year Consortium Agreement, which would run from July 1, 2018 to June 30, 2021. The administration of these funds is handled by the City of Rocky Mount, which receives an administration fee from the funding in exchange for their administration. Staff turnover and inefficiency within that department has delayed the agreement date, and when the last agreement was set to expire in the summer of 2017, Nash and Edgecombe Counties agreed to a one-year extension which expired on June 30, 2018.

Over the past three years, the members of the DEHC have had concerns regarding the performance of the administration of funds, including shortfalls of work on homes within particular jurisdictions and the timeliness in committing funds. At the July 30th, 2018 meeting of the DEHC, members expressed concerns regarding the draft agreement, namely open communication, administration duties, allocation percentages, and liability. Some of these issues were addressed during the meeting and in a second draft agreement emailed to members. Remaining concerns merit a discussion with Council as to their desire to continue within the Consortium, and if so, any changes or conditions that need to be included within the Consortium Agreement, which will be the guiding document for procedure of the DEHC and administrative staff.

It is recommended that Council review the draft agreement and make recommendations to staff regarding its desire to continue participation in the Down East Home Consortium, and any modifications to the agreement.

ATTACHMENTS:

Description	Upload Date	Type
DEHC Draft Agreement	11/5/2018	Exhibit
DEHC Comments	11/6/2018	Backup Material

JOINT COOPERATIVE AGREEMENT DOWN EAST HOME CONSORTIUM

THIS AGREEMENT, entered into this 1st day of July, 2018 between the Town of Bailey, Town of Conetoe, Town of Dortches, Edgecombe County, Town of Middlesex, Town of Nashville, Town of Pinetops, Town of Princeville, City of Rocky Mount, Town of Sharpsburg, Town of Spring Hope, Town of Tarboro, and the Town of Whitakers, said parties to this Agreement each being a general local governmental unit of the State of North Carolina, and is made pursuant to North Carolina Statutes Chapter 160A, Article 20, Part 1 (Joint Exercise of Powers) and Chapter 159 (Local Government Finance).

THE TOWN OF BAILEY, TOWN OF CONETOE, TOWN OF DORTCHES, EDGECOMBE COUNTY, TOWN OF MIDDLESEX, TOWN OF NASHVILLE, TOWN OF PINETOPS, TOWN OF PRINCEVILLE, CITY OF ROCKY MOUNT, TOWN OF SHARPSBURG, TOWN OF SPRING HOPE, TOWN OF TARBORO, AND THE TOWN OF WHITAKERS, hereinafter referred to as PARTICIPATING GOVERNMENTS, agree that it is desirable and in the interest of their citizens to secure status as a PARTICIPATING JURISDICTION under the HOME Investment Partnerships Program created through Title II, HOME Investment Partnerships Act, of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, said PARTICIPATING JURISDICTION to be a CONSORTIUM of those general local governmental units executing this AGREEMENT.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. DEFINITIONS

The definitions contained in 24 CFR Part 92, Subpart A., paragraph 92.2, is incorporated herein by reference and made a part hereof, and the terms defined in this section have the meaning given them.

- A.** "Act" means Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended. (Pub.L 101-625), (42 U.S.C. 3535 (d), et seq.)
- B.** "HUD" means the United States Department of Housing and Urban Development.
- C.** "HOME Program" means a procedure established for the use of funds made available from HUD through the Act to carry out multi-year housing strategies through assistance to first time home buyers and existing home owners, property acquisition, rehabilitation and new construction of housing, site improvement, tenant-bases rental assistance, demolition, relocation expenses and other reasonable and necessary expenses related to the development of affordable housing.

- D. "Housing Strategy" means the Comprehensive Housing Affordability Strategy as set out in 24 CFR Part 91 and encompasses a local government's housing needs, with focus on affordable housing for low-income families.
- E. "Regulation" means 24 CFR Part 92 HOME Investment Partnerships Program Regulations as issued by HUD.
- F. "PARTICIPATING GOVERNMENT(S)" means the Town of Bailey, Town of Conetoe, Town of Dortches, Edgecombe County, Town of Middlesex, Town of Nashville, Town of Pinetops, Town of Princeville, City of Rocky Mount, Town of Sharpsburg, Town of Spring Hope, Town of Tarboro, and the Town of Whitakers, and any other unit of local government that may join the Consortium in the future.

II. PURPOSE

THIS AGREEMENT is to renew a CONSORTIUM of units of general local government for designation as a PARTICIPATING JURISDICTION (PJ) under the Act, said PARTICIPATING JURISDICTION to be known and hereinafter may be referred to as THE DOWN EAST HOME CONSORTIUM (DEHC).

III. AGREEMENT

THIS AGREEMENT is to renew a CONSORTIUM of units of general local government for designation as a PARTICIPATING JURISDICTION (PJ) under the Act, said PARTICIPATING JURISDICTION to be known and hereinafter may be referred to as THE DOWN EAST HOME CONSORTIUM (DEHC).

- A. **TERM.** This Agreement shall be effective for a period of three (3) federal fiscal years (Fiscal years 2018-2019, 2019-2020, and 2020-2021) commencing on July 1, 2018 and ending on June 30, 2021 (covers Federal Government funding for fiscal years commencing on October 1, 2018 and ending on September 30, 2021). This Agreement shall be automatically renewed for three (3) year qualification periods, unless: (a) any of the member jurisdictions provide written notice of their decision not to participate in a new three (3) year qualification period, or (2) one or more of the jurisdictions fail to adopt, and to submit, to HUD an amendment to this Agreement that incorporates all changes necessary for Qualification Notice that is applicable to a subsequent qualification period. The City shall, by the date specified in HUD's Consortia Qualification Notice for the next qualification period, notify the DEHC members in writing of their right not to participate in the Consortium. All PARTICIPATING GOVERNMENTS that are members of the consortium will be on the same program year (July 1 to June 30) for HOME.
- B. **EXECUTION BY APPROPRIATE OFFICERS.** This Agreement shall be executed by the appropriate officers of each PARTICIPATING GOVERNMENT pursuant to authority granted them by their governing bodies.

C. LEAD ENTITY. The PARTICIPATING GOVERNMENTS mutually agree that Rocky Mount shall act in a representative capacity (hereinafter to be titled "LEAD ENTITY") for all members of the DEHC for the purpose of funding provided directly by the federal government under the Act.

D. COMPLIANCE WITH REQUIREMENTS OF THE ACT. The PARTICIPATING GOVERNMENTS mutually agree that Rocky Mount, as Lead Entity, shall assume overall responsibility for ensuring that the DEHC's HOME Program is operated in compliance with the requirements of the Act; subject to the limitations contained in Section III, paragraph N below. The City of Rocky Mount, the Lead Entity, shall be responsible for advertising public hearings to receive citizen input for the HOME Program portion of the Annual Action Plan and multi-year Consolidated Plan.

The Lead Entity shall review and approve all standard contracts and loan agreements to ensure compliance with Federal regulations prior to execution.

The Lead Entity shall review and approve all policy guidelines to ensure compliance with Federal regulations prior to adoption.

The Lead Entity shall monitor program participants to ensure compliance with Federal regulations.

E. HOME CONSORTIUM COMMITTEE. DEHC's HOME Consortium Committee will be composed of fourteen (14) members, one member from each PARTICIPATING GOVERNMENT. The managers or their appointees from each of the local governments will be designated as members. The committee shall meet at least semi-annually. Officers of the committee shall be a Chair and Vice Chair, chosen by annual election by committee members at the meeting that most closely precedes the beginning of the next program year.

Through the HOME Consortium Committee, the PARTICIPATING GOVERNMENTS shall participate jointly in the development of the DEHC's HOME Program. The HOME Program will define a strategy in sufficient detail to accommodate the collective and individual housing needs and priorities of the PARTICIPATING GOVERNMENTS.

A quorum shall consist of a majority of Committee members who have attended at least one (1) of the last three (3) scheduled meetings. If a Committee member has not attended three (3) or more consecutive meetings, their ability to vote will be suspended until they have attended two (2) consecutive scheduled meetings. Copies of set-up reports and/or completion reports shall be provided to any committee member upon request.

Each PARTICIPATING GOVERNMENT can elect not to participate in any given year in the HOME Program. The inactive PARTICIPATING GOVERNMENT will still be a member of the DEHC but will not be allocated HOME funds for that period.

- F. ALLOCATING HOME PROGRAM FUNDING BETWEEN PARTICIPATING GOVERNMENTS.** Each PARTICIPATING GOVERNMENT shall receive a percentage of the HOME funds based on the formula and percentages as provided by HUD to the PJ. The percentages set out below represent the best information available but will be adjusted should HUD provide updated information. The City of Rocky Mount, as the Lead Entity, tracks and reports the required HOME match.

Funds will be allocated as follows:

PARTICIPATING GOVERNMENT

Percentage

Edgecombe County	16.33
Nash County	27.04
Bailey	0.47
Conetoe	0.26
Dortches	0.57
Middlesex	0.59
Nashville	3.02
Pinetops	0.99
Princeville	0.66
Rocky Mount	39.14
Sharpsburg	1.70
Spring Hope	0.86
Tarboro	7.80
Whitakers	0.57

Annual allocations to PARTICIPATING GOVERNMENTS will be determined by multiplying the total annual Consortium allocation by the PARTICIPATING GOVERNMENT's proportional share of funds.

- G. MATCHING FUNDS.** There was no matching funds requirement for PARTICIPATING GOVERNMENTS as of the date of this Agreement. Should a match requirement be added at a later date, each PARTICIPATING GOVERNMENT shall be responsible for providing matching funds required by federal regulations for any HOME funds allocated and accepted for use by that government. As required by law, PARTICIPATING GOVERNMENTS are subject to annual appropriations of funds.

PARTICIPATING GOVERNMENTS, which receive reallocated funds, are responsible for providing matching funds required by federal regulations for any HOME funds allocated and accepted for use by that government.

The City of Rocky Mount, in its role as the Lead Entity, will report the required match, through its support of administering the DEHC, and other activities that are supported in part by HOME funds.

- H. DISTRIBUTION OF HOME FUNDS WITHIN A PARTICIPATING GOVERNMENT.** Each PARTICIPATING GOVERNMENT will be responsible for deciding how to distribute its portion of HOME funds among eligible activities within its jurisdiction, subject to the HOME Program requirements for a 15% set aside of funds for CHDO activities.

If a PARTICIPATING GOVERNMENT has not committed all of its allocated HOME funds for a program year on the Integrated Disbursement Information System (IDIS) within eighteen months of the last day of the month in which HUD notifies the Lead Entity of HUD's execution of the HOME Investment Partnership Agreement containing the funds, the HOME Coordinating Committee shall reallocate the HOME funds to the other PARTICIPATING GOVERNMENTS, provided that the PARTICIPATING GOVERNMENT to which the funds are allocated can assure that it can commit the HOME funds on the federal system (IDIS) prior to the recapture of the HOME funds by HUD and can meet the match requirements. Any funds in the United States Treasury Account that are not committed within twenty-four (24) months of the last day of the month in which HUD notifies the Lead Entity of HUD's execution of the HOME Investment Partnership Agreement will be recaptured by HUD.

- I. STAFF AND FINANCIAL SUPPORT FOR ADMINISTERING THE HOME PROGRAM.** The City of Rocky Mount, as Lead Entity, will be responsible for providing HOME program administration on behalf of the Consortium. HOME administrative funds will support City staff responsible for DEHC management as follows:

1. Prepare and maintain all required records, documents and reports, in a format to be provided by the Lead Entity, and make such records, documents and reports available for review by the Lead Entity, participating governments, and HUD during normal business hours.
2. Prepare and submit all data necessary for the annual HOME Performance Report and collect and maintain all the data necessary to submit any other reports required by HUD.
3. Notify the Consortium of any action that would impact the DEHC Annual Action Plan, to include Plan Amendment, or Project Amendment, by a PARTICIPATING GOVERNMENT.
4. Maintain financial records in accordance with generally accepted accounting principles and practices.
5. Comply with the requirement of OMB Circular No. A-87 and applicable parts of 24 CFR part 85 including, but not limited to, 24 CFR part 85.6, 85.12, 85.20, 85.22, 85.26, 85.35, 85.36, 85.44, 85.51, and 85.52.

6. Maintain all records seven (7) years or according to the following schedule, subject to amendments by HUD:

- For rental housing records, general records must be kept for seven (7) years after project completion, and tenant income, rent, and inspection information must be kept for the most recent seven (7) years, until seven (7) years after the affordability period ends.
- Homeownership records must be kept for seven (7) years after project completion. For resale/recapture, records must be kept for seven (7) years after the affordability period ends.
- TBRA records must be kept for seven (7) years after rental assistance ends.
- Written agreements must be maintained for seven (7) years after the agreement ends.
- Displacement and acquisition records must be kept for seven (7) years after final payment to displaced persons.

J. ACCESS TO RECORDS. Each PARTICIPATING GOVERNMENT will agree that the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, the City of Rocky Mount, as Lead Entity, or any of the City's duly authorized representatives shall have access to any books, documents, papers and records of which are directly pertinent to the Agreement for the purpose of making audits, examinations, excerpts, and transcriptions for three (3) years from the final payment under the agreement. To ensure performance and compliance, ongoing and onsite reviews shall be conducted by the Lead Entity or its representative which will include:

- Identifying and tracking program and project results;
- Identifying technical assistance needs of HOME Program participants;
- Ensuring timely expenditure of HOME funds;
- Ensuring proper documentation of expenditures;
- Documenting compliance with HOME Program rules and other federal regulations included therein;
- Preventing fraud and abuse; and
- Identifying innovative tools and techniques that support affordable housing goals.

The PARTICIPATING GOVERNMENT shall have access to all papers, documents, records, books of the City of Rocky Mount that are directly pertinent to administration of the DEHC's HOME Program.

K. ADMINISTRATIVE SET ASIDE. The Lead Entity will be entitled to the entire ten percent (10%) administrative set aside from the DEHC annual allocation.

L. HOME INVESTMENT TRUST FUND. The Lead Entity will establish as part of its financial management system a separate HOME Investment Trust Account. The HOME Investment Trust account must be capable of separating appropriations, eligible expenditures, and repayments of HOME funds and match contributions for each HOME funded project in each PARTICIPATING GOVERNMENT'S jurisdiction.

M. PROCESSING HOME PAYMENT. Rocky Mount, in its capacity as the Lead Entity, shall be responsible for processing HOME cash and Program income drawdowns from HUD. The Lead Entity will secure the release of funds as required under 24 CFR Part 58 and appropriate banking and security agreements.

Prior to requesting the distribution of HOME funds for an eligible activity the Lead Entity must gather all the data and documents necessary to set-up the project in IDIS and to complete the required Project Set-Up Report and Program Income Reports.

HOME funds must be expended for eligible activities within fifteen (15) days from the date drawn from the United States Treasury account.

N. COMPLETION REPORTS. A complete Homeownership Assistance Project Completion Report detailing actual HOME funds plus other funds expended and household characteristics must be submitted to the Lead Entity within fifteen (15) days after project completion.

A complete Rental Housing Project Completion Report detailing actual HOME funds plus other funds expended and household characteristics must be submitted to the Lead Entity within sixty (60) days after project completion. An amended Completion Report should be submitted when all units initially reported vacant are occupied and the change should be highlighted in yellow.

O. HOME PROGRAM INCOME. Program income from previously completed HOME projects is collected and tracked by the City of Rocky Mount. All HOME program income is periodically receipted to HUD as HOME draws are processed and are not tracked by activity or address. DEHC members agree that the City of Rocky Mount may utilize HOME program income for any HOME eligible purpose.

P. INDEMNITY. Each member of the DEHC, other than the Lead Entity, Town of Bailey, Town of Conetoe, Town of Dortches, Edgecombe County, Town of Middlesex, Nash County, Town of Nashville, Town of Pinetops, Town of Princeville, Town of Sharpsburg, Town of Spring Hope, Town of Tarboro, and the Town of Whitakers, agrees to save, indemnify, and hold harmless Rocky Mount from damages arising now or hereafter that are directly or indirectly due to the activities associated with the DEHC performed by one or more of the foregoing local government units and for which Rocky Mount was not negligent. Likewise, Rocky Mount shall save, indemnify and hold harmless Town of Bailey, Town of Conetoe, Town of Dortches, Edgecombe County, Town of Middlesex, Town of Nashville, Town of Pinetops, Town of

Princeville, Town of Sharpsburg, Town of Spring Hope, Town of Tarboro, and the Town of Whitakers from any damages arising now or hereafter that are directly or indirectly due to the activities associated with DEHC performed by Rocky Mount and for which the local government unit seeking indemnification was not negligent.

This section shall not be construed as 1.) waiving the responsibility of a PARTICIPATING GOVERNMENT from payment of any penalties assessed by HUD related to the PARTICIPATING GOVERNMENT's administration of their HOME funds; 2.) waiving any defenses a PARTICIPATING GOVERNMENT may have against any claim or cause of action by any person not a party to this agreement; and 3.) holding harmless a PARTICIPATING GOVERNMENT for liability that may result from failure to provide proper accounting or otherwise comply with state and federal regulations.

Each PARTICIPATING GOVERNMENT shall immediately reimburse the lead Entity in full for any and all expenses for which the Lead Entity shall become responsible in its role as Lead Entity due to acts or omissions by the PARTICIPATING GOVERNMENT.

Q. AFFIRMATIVELY FURTHERING FAIR HOUSING. The PARTICIPATING GOVERNMENTS certify that they will affirmatively further fair housing in compliance with 24 CFR 92.350.

R. SECTION 3 COMPLIANCE. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the DEHC to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very-low income persons.

Section 3 is applicable when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities. If the expenditures of covered funding do not result in new employment, contracting, or training opportunities, the requirements of Section 3 are not applicable.

As the recipient of Department of Housing and Urban Development funding, the DEHC certifies it will comply with the requirements of Section 3. HUD Community Planning and Development programs include the CBDG, HOME, Lead Hazard Control and Neighborhood Stabilization Programs. The requirements of Section 3 also apply to contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 eligible projects/activities HUD's regulations on Section 3 can be found in the Code of Federal Regulations, at 24 CFR 135.

S. ADDING NEW MEMBERS TO THE CONSORTIUM. The Lead Entity is hereby authorized to amend this agreement on behalf of the DEHC to add new members to the consortium.

- T. AMENDMENTS.** All amendments to this Agreement, other than those specified in item R above, must be in writing and signed by all PARTICIPATING GOVERNMENTS.
- U. SEVERABILITY.** Invalidation of any one or more of the provisions of this Agreement shall in no way affect any of the other provisions thereof, which shall remain in full force and effect.

The Town of Bailey, Town of Conetoe, Town of Dortches, Edgecombe County, Town of Middlesex, Town of Nashville, City of Rocky Mount, Town of Pinetops, Town of Princeville, Town of Sharpsburg, Town of Spring Hope, Town of Tarboro, and the Town of Whitakers have signed this Agreement and all governing boards have duly approved this agreement. Pursuant to such approval and the proper officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein set forth. The terms and provisions of this Agreement are authorized by applicable laws and regulations and have been approved by each participating general local unit of government as to form and legality.

DRAFT

THE TOWN OF BAILEY

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF CONETOE

BY:

MAYOR

ATTEST:

TOWN CLERK

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THE TOWN OF DORTCHES

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE COUNTY OF EDGECOMBE

BY:

CHAIRMAN, BOARD OF COMMISSIONERS

ATTEST:

CLERK TO THE BOARD

THE TOWN OF MIDDLESEX

BY:

MAYOR

ATTEST:

TOWN CLERK

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THE TOWN OF NASHVILLE

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF PINETOPS

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF PRINCEVILLE

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE CITY OF ROCKY MOUNT

BY:

MAYOR

ATTEST:

CITY CLERK

DRAFT

THE TOWN OF SHARPSBURG

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF SPRING HOPE

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF TARBORO

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

THE TOWN OF WHITAKERS

BY:

MAYOR

ATTEST:

TOWN CLERK

DRAFT

Good afternoon, Cornelia.

Following the meeting last week and reviewing the draft agenda, Tarboro has a few questions and concerns we would like to address prior to taking the agreement to Town Council.

Understandably, staff turnover has made execution of this program challenging, and I am encouraged by your desire to work together in a more cohesive manner. Though it may seem frivolous to include policies regarding procedural operations of the Lead Entity, the requests of the DEHC Committee Members are born from a desire to eliminate any future misunderstandings regarding the execution of the funds.

I.

C. Home Program

Is it meant to say, “tenant-based”?

III.

F. Allocating Home Program Funding Between Participating Governments

Regarding the allocation, an approximation of the allocations would be helpful, especially as the withdrawal of Nash County will greatly affect the overall percentages.

The agreement should clarify that Edgecombe County’s allocation should be spent only within the unincorporated portion of the county, and that funds spent within any incorporated area should be drawn from that area’s allocation.

There was discussion of the CHDO 15% coming off of the top of the percentages prior to funds being allocated. Has this been determined?

Has it been determined whether all Edgecombe County jurisdictions participating in the DEHC previously will be included in this agreement?

G. Matching Funds

It would be appropriate to amend the agreement should matching funds be required for allocated or reallocated funds in the future, as that may determine the participation of the jurisdictions.

H. Distribution of Funds

The Participating Governments are not entering/committing funds in the IDIS system, as all administration is handled by Rocky Mount per the agreement, and thus would not share any liability in the entering of such. Should a particular site or jurisdiction not be used, it would be appropriate for the Committee to have a majority vote to determine the reallocation of funds, and then entered into the system by Rocky Mount.

(Additionally, “Participating Government” has a spelling error in the second paragraph of H.)

I. Staff and Financial Support for Administering the HOME Program

Tarboro would request prior to signing a new agreement that all items under this section be brought current and evidence of such activities presented to the Committee.

L. Home Investment Trust Fund

We request that any recently completed audits of this Fund be made available for review by the Committee.

N. Completion Reports

Considering that Rocky Mount is the lead entity, by whom will the Homeownership Assistance Project Completion Report will be completed for submission to the lead entity?

O. Home Program Income

DEHC Members should by majority vote determine which projects/tasks for which HOME funds are spent. Any addresses, projects, or related administrative tasks approved would already be approved when homes are selected for a project year, but anything outside the scope of those approved should return to the DEHC Committee for a vote prior to any expenditures.

P. Indemnity

Again, the Participating Governments are not administering any funding for projects nor accounting for such and thus hold no liability. Clarity regarding the immediate reimbursement to the Lead Entity is needed.

S. Adding New Members to the Consortium

New Consortium members shall be agreed upon by the Committee, as increased participation will modify allocation percentages.

Thank you,

Catherine



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: CMAQ Project Agreement - Sidewalk Project

Date: 11/13/2018

Memo Number: 18-85

Tarboro's Town Council approved the CMAQ Sidewalk Project last year but has been awaiting a grant agreement from the North Carolina Department of Transportation. This agreement outlines which responsibilities are to be completed by the Town of Tarboro, and which will be completed by NCDOT. This signed agreement will allow expenditures to be reimbursed so work can be completed on the project.

It is recommended that Council approve and execute the attached Project Agreement with the NCDOT for the CMAQ Sidewalk Project.

ATTACHMENTS:

Description	Upload Date	Type
CMAQ Agreement	11/6/2018	Exhibit



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

September 25, 2018

Ms. Catherine Grimm
Planning Director
Town of Tarboro
500 N. Main
P. O. Box 220
Tarboro, NC 27886

SUBJECT: Locally Administered Project Agreement
Town of Tarboro, Edgecombe County
Project: C-5619A; WBS Element: 50059.1.2
Federal-Aid No: CMAQ-0441(014)
Project Name: Pedestrian Connectivity

Dear Ms. Grimm:

Please find enclosed duplicate originals of the above-referenced Project Agreement for the Pedestrian Connectivity in Tarboro, Edgecombe County.

The Project Agreement reflects the scope of work, funding and schedule that has been programmed into the State Transportation Improvement Program (STIP) by the MPO. If you have any questions concerning the content of the agreement, please contact me.

After the Town of Tarboro has reviewed and executed both originals, please return them to my attention, within ninety (90) days. The Department of Transportation will execute the agreements and send one fully executed agreement back to the Town of Tarboro.

If you have any questions, please contact me at (919) 707-6625 or by e-mail at sgibbs@ncdot.gov. Thank you.

Sincerely,

Sheila Gibbs

Transportation Program Consultant
Local Programs Management Office

Enclosure

cc: Matt Clarke, PE, Division Project Manager

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROGRAM MGMT
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT -
FEDERAL**

EDGECOMBE COUNTY

DATE: 9/25/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: C-5619A

AND

WBS Elements: PE 50059.1.2

ROW 50059.2.2

TOWN OF TARBORO

CON 50059.3.2

OTHER FUNDING: CMAQ-
0441(014)

FEDERAL-AID NUMBER:

CFDA #: 20.205

Total Funds [NCDOT Participation] \$420,000

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Tarboro, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, Fixing America's Surface Transportation (FAST) Act allows for the allocation of Congestion Mitigation and Air Quality funds to be available for certain specified transportation activities; and, 1113

WHEREAS, the Municipality has requested federal funding for Pedestrian Connectivity, hereinafter referred to as the Project, in Edgecombe County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$420,000 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has agreed to construct and perform contract administration for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM WORK

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;

- Maintain knowledge of day to day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

FAILURE TO COMPLY - CONSEQUENCES

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

The Project consists of the construction of sidewalks along West Wilson Street and North Main Street in Tarboro.

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation

as further set forth in this Agreement.

3. FUNDING

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse (80%) of eligible expenses incurred by the Municipality up to a maximum amount of Four Hundred Twenty Thousand Dollars (\$420,000), as detailed below. The Department shall utilize the federal funding for 80% of the Department's expenses in construction of the Project. The Municipality shall provide the non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total estimated cost.

FUNDING TABLE

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
Congestion Mitigation and Air Quality	\$420,000	80 %	\$105,000	20 %
Total Estimated Cost		\$525,000		

WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will use the funding to review and approve plans, environmental documents, contract proposals, engineering estimates, let a construction contract and provide construction engineering and inspection oversight, and other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

4. PERIOD OF PERFORMANCE

The Municipality has three (3) years to complete all work outlined in the Agreement from the date of authorization of Federal funds for the initial phase of work. Completion for this Agreement is defined as completion of all construction activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

5. PRELIMINARY ENGINEERING AUTHORIZATION

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROFESSIONAL AND ENGINEERING SERVICES

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

PROCUREMENT POLICY

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the

Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legsregs/legislat.html and www.ncleg.net/gascritps/Statutes/Statutes.asp.

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

WORK BY ENTITY

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

7. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National

Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.
- The Municipality shall advertise and conduct any required public hearings.
- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.
- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

8. DESIGN

CONTENT OF PLAN PACKAGE

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

9. RIGHT OF WAY / UTILITY AUTHORIZATION

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility

funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

10. PROJECT LIMITS AND RIGHT OF WAY (ROW)

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

SPONSOR PROVIDES ROW

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

ROW GUIDANCE

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at www.fhwa.dot.gov/legregs/directives/fapgtoc.htm; NCGS, Chapter 133, Article 2, Sections 133-5 through 133-18, Relocation Assistance, incorporated by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp; and the North Carolina Department of Transportation Right of Way Manual.

APPRAISAL

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

CLEARANCE OF PROJECT LIMITS / ROW

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition,

drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

RELOCATION ASSISTANCE

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.

11. UTILITIES

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

13. CONSTRUCTION

The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project, and approved by, the Department. The Department shall administer the construction contract for said Project.

14. MAINTENANCE

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Pedestrian Connectivity, or as required by an executed encroachment agreement.

15. REIMBURSEMENT

SCOPE OF REIMBURSEMENT

Activities eligible for funding reimbursement for this Project shall include:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation

REIMBURSEMENT GUIDANCE

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards." Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm. Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

REIMBURSEMENT LIMITS

- **WORK PERFORMED BEFORE NOTIFICATION**

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

- **NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING**

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

- **UNSUBSTANTIATED COSTS**

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

- **WORK PERFORMED BY NCDOT**

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of \$420,000 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

- **RIGHT OF WAY**

Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

- **FORCE ACCOUNT**

Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

BILLING THE DEPARTMENT

▪ PROCEDURE

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

▪ INTERNAL APPROVALS

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

▪ TIMELY SUBMITTAL OF INVOICES

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

▪ FINAL INVOICE

All invoices for costs incurred by the Municipality and associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

16. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

17. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for Congestion Mitigation and Air Quality funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

TERMINATION OF PROJECT

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a

copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

REIMBURSEMENT BY MUNICIPALITY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

FACSIMILE SIGNATURES

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

18. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF TARBORO

BY: _____ BY: _____

TITLE: _____ TITLE: _____

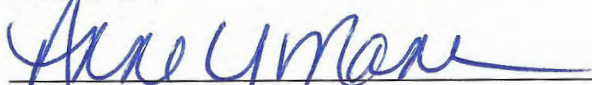
DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the Town of Tarboro as attested to by the signature of _____ Clerk of the _____ on _____ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)


(FINANCE OFFICER)

Federal Tax Identification Number

56-6001350

Town of Tarboro

Remittance Address:

P.O. Box 220
Tarboro, NC 27886

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Award Bid 2018 Street Improvements

Date: 11/13/2018

Memo Number: 18-86

Bids were received on October 3, 2018 at 2:00 PM for the Street Improvements project. Only two bids were received and opened. A tabulation of these bids is attached along with a Memorandum of Negotiation-Construction Contract. Garris Grading and Paving, Inc. submitted the low bid in the amount of \$829,004.75. In that both bids were over the budgeted amount, staff negotiated with the low bidder to award a contract within the Town's budget of \$800,000.

Therefore, it is recommended that Council award the contract for 2018 Street Improvements to Garris Grading and Paving, Inc. at its proposed re-negotiated low bid of \$786,470.75 and authorize the Mayor and other appropriate officials to sign the necessary contracts.

ATTACHMENTS:

Description

[Bid Tab & Memo of Negotiation-Construction](#)

Upload Date

11/6/2018

Type

Backup Material

2018 STREET IMPROVEMENTS
TOWN OF TARBORO
EDGECOMBE COUNTY, NORTH CAROLINA
TWC PROJECT NO.: 2204-EA



THE WOOTEN COMPANY

301 W. 14th Street, Greenville, NC 27834
252.757-1096 Fax: 252.757 3221

October 3, 2018 @ 2:00 pm

	CONTRACTORS	LIC. NO.	CLASS	BID BOND	DBE Aff. A or B	TOTAL BASE BID	REMARKS
1	Garris Grading & Contracting 5950 Gary Road Farmville, NC 27828	63017	U	5%	A	\$829,004.75	Low Bidder
2	Barnill Contracting 800 Tiffany Blvd, Suite 200 Rocky Mount, NC 27804	3194	U	5%	A	\$942,759.00	
3	Delta Contracting, Inc 580 Trollingwood Road Haw River, NC 27258						No Bid Submitted
4							
5							
6							

This is to certify that the bids received herein were publicly opened and read at 2:00 p.m. on October 3, 2018 at 506 Dowd Street, Tarboro, NC



William A. Larsen, P.E.

MEMORANDUM OF NEGOTIATION – CONSTRUCTION

CONTRACT – (*attach to executed contract*)

(for proposed contract award less than bid amount)

OWNER Town of Tarboro

CONTRACTOR: Garris Grading and Paving, Inc.

CONSULTANT The Wooten Company PROJECT ENGR./ARCH.: The Wooten Company

CONTRACT # 1 BID AMOUNT \$ 829,004.75 AGREEMENT DATE: 10/12/2018

BRIEF DESCRIPTION OF CONTRACT AS BID:

The Project consists of the following major items:

- 48,195 SY of 2-inch Milling and 1.5-inch Overlaying
- 5,310 SY of 1.5-inch Milling and 1.5-inch Overlaying
- 375 SY of 1.5-inch Overlaying
- 500 SY of Pavement Patching
- 5,700 LB of Crack Sealing
- 1,600 LF of Curb & Gutter Replacement
- Various number of manhole and water valve box adjustments
- Traffic Sensor
- Miscellaneous painting

The Owner and Contractor acknowledge and agree that the bid(s) received on the above project have resulted in the project budget being exceeded and that a contract(s) cannot be awarded based on the amount of the bid(s) received. This memorandum documents that both parties to the contract entered into and completed negotiations in order to arrive at a mutually acceptable amount on which the construction contract(s) is to be awarded. It is hereby agreed that the terms and conditions as stated in this document shall be binding on all parties and it shall become a part of the terms and conditions of the contract, subject only to the owner being successful in obtaining any needed additional funding resulting from this memorandum.

The following changes in the contractor's bid and the following changes in the terms / provisions of the contract are hereby incorporated into the proposed contract award.

(Refer to attached Section 00540: Bid Modification #1 dated October 11, 2018)

(attach supplemental sheet(s) and drawings / specifications as necessary)

PROPOSED NEGOTIATED CONTRACT AWARD AMOUNT: \$786,470.75

It is further understood and agreed by all parties that should additional funds become available within the contract time or extension thereof, the Owner shall have the right to add back to the project any items deleted above or to otherwise revise the contract as originally

bid based on the same prices for deletions / revisions as noted above, subject only to any additional costs to which the contractor is entitled to per the terms of the contract.

This memorandum shall be valid and binding up to and inclusive of: 12/30/2018 (date).

We agree to the terms and conditions of this document:

<u>John L. Moore</u>	<u>10-15-18</u>		
OWNER	date	CONTRACTOR	date
<u></u>	<u></u>	<u></u>	<u></u>
ENGINEER	date		date



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: NCDOT - New Year's Eve Event

Date: 11/13/2018

Memo Number: 18-87

Town staff is currently working on the 2018 New Year's Eve Event in Downtown Tarboro. The event is proposed to be held from 9:00 pm to 12:00 am on Courthouse Square in Downtown Tarboro. This will once again be a community event consisting of live entertainment, food vendors, and a countdown to midnight with a "ball drop". Several sponsors have already signed up to make sure this event is successful.

In order to receive approval from NCDOT to close Main Street for the New Year's Eve event, it is necessary to adopt an ordinance declaring the road closure.

It is recommended that Council adopt the attached ordinance declaring the closure of N. Main Street (NC 33) between St. James Street and Pitt Street.

ATTACHMENTS:

Description

[Ordinance for New Year's Eve Event Road Closure](#)

Upload Date

10/30/2018

Type

Ordinance

ORDINANCE NO. _____

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR A
NEW YEAR'S EVE EVENT**

THE TOWN COUNCIL OF THE TOWN OF TARBORO ORDAINS:

WHEREAS, the Town Council of the Town of Tarboro has a desire to establish a New Year's Eve event in the Town to attract visitors and provide entertainment for residents; and

WHEREAS, the Town Council of the Town of Tarboro acknowledges its citizens realize a social and economic benefit from holding such events; and

WHEREAS, the Town Council of the Town of Tarboro acknowledges this event requires approximately two (2) hours to install traffic control, and also requires approximately two hours for removing traffic control and litter;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Tarboro pursuant to the authority granted by N.C.G.S. 20-169 that they do hereby declare a temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

Date: Monday, December 31, 2018 – Tuesday, January 1, 2019

Time: 7:00 PM – 2:00 AM (Event from 9:00 PM to 12:00 AM)

Route Description: N. Main Street (NC 33) between St. James Street and Pitt Street

This ordinance to become effective when signs are erected giving notice of the limits and times of the closure, and implementation of adequate traffic control to guide through vehicles around the road closure.

Adopted this 13th day of November, 2018.

Joseph W. Pitt, Mayor

Attest:

Leslie M. Lunsford, Town Clerk



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Minimum Housing Code Enforcement - 1316 Elm Street - File No. 18-02

Date: 11/13/2018

Memo Number: 18-88

At the June 11, 2018 meeting Council adopted an ordinance directing the owners of the above referenced property to comply with the Building Inspector's order to repair or demolish the structure within 30 days from July 14, 2018. The ordinance authorized the Inspector to remove or demolish the dwelling if the owners did not comply.

The unit has been demolished by the Building Inspector at a cost of \$10,487.28. In order for this cost to be assessed as a lien against the property it will be necessary for Council to hold a public hearing and adopt the resolution confirming the assessment roll and levying assessments.

It is recommended that Council call for and hold a public hearing on the assessment for demolition cost of \$10,487.28 for the structure located at 1316 Elm Street at the December 10, 2018 Council meeting.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Planning Board

Date: 11/13/2018

Memo Number: 18-89

The term for the following individuals expired October 2018:

Ward 1 - Donnie Davis
Ward 3 - Rick Norville
Ward 5 - Dickie Guill
Ward 7 - Alice Black
At Large Member - Earl Miller

Rick Norville (Ward 3) and Dickie Guill (Ward 5) are interested in serving another term.

Donnie Davis (Ward 1), Alice Black (Ward 7) and Earl Miller (At Large Member) do not want to be re-appointed for another term.

Charles Taylor would like to fill the vacancy for the At Large Member and has submitted an application and a resume.

It is recommended that Council be prepared to appoint (5) five individuals to fill the expired terms at the November Council meeting.

ATTACHMENTS:

Description	Upload Date	Type
Application & Resume'	10/31/2018	Backup Material



Town of Tarboro

Application for Boards and Commissions

Name: Charles Taylor Daytime Telephone: 252-903-3032

Address: 1607 Pine Street Tarboro NC 27886

Email: Chuckcharles22@gmail.com Length of Residence in Tarboro: 30 years

Please indicate two boards, commissions, or committees on which you would like to serve:

1. Planning + Zoning
2. _____

Why would you like to serve?

I grew up in Tarboro and plan on raising our children here. I have a vested interest in the town and I would like to start getting more involved.

Describe how your education, experience, and community activities are relevant to your selections:

I have grown up in Tarboro, worked here, and volunteered here. I am familiar with the town and have a general knowledge of planning and zoning. Licensed Realtor.

Community Activities:

Active at St. James Methodist Church, coached kids soccer one year during college, participated in events with The Fountains at the Albemarle, attend many social events in Tarboro and Edgecombe County

Employment History:

High School-College at The Links at Cotton Valley + The Governors Club-Golf Course Maint.
After College as a Deputy with the Chatham County Sheriff's Office
Present-Inspector with the NC DMV License + Theft Bureau-Nash/Edgecombe County

Education:

Graduated High School from Tarboro High School
BA in Justice Studies from North Carolina Wesleyan College
Basic Law Enforcement Training. Training with the NC Real Estate Commission

Submit Application by Mail to: Town of Tarboro or Fax to: (252) 641-4254
Attn: Town Manager
P.O. Box 220
Tarboro, NC 27886

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Feel free to attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Charles J. Taylor

1607 Pine Street

Tarboro NC, 27886

Phone: 252-903-3032

Email: chuckcharles22@gmail.com

Education

Sept. 2008– Feb. 2009 Chapel Hill Police Academy Chapel Hill, NC

- North Carolina Basic Law Enforcement Training Certification Program
- Graduation Date: February 20, 2009
- BLET Certified

2006– 2008 North Carolina Wesleyan College Rocky Mount, NC

- Bachelor of Arts in Justice Studies
- Graduated Cum Laude
- GPA: 3.44

2002– 2006 East Carolina University Greenville, NC

1998– 2002 Tarboro High School Tarboro, NC

- High School Diploma
- Academic Scholar
- Class ranking: 29th
- ROTC Graduate
- Summer Leadership School at The Citadel, Charleston, South Carolina

Work Experience

2011 to Present NC DMV License and Theft Bureau Rocky Mount, NC

2017 to Present NC Real Estate Commission Licensed Broker

February 2009 to 2011 Chatham County Sheriff's Office Pittsboro, NC

- Deputy Sheriff
- Field Recommendation Committee
- Expert Shooter

2007– Aug. 2008 The Governor's Club Chapel Hill, NC

- Grounds Supervision: general golf course work; care and maintenance of various types of grass

2002– 2007 The Links At Cotton Valley Tarboro, NC

- Grounds Keeper: day-to-day operations of golf course ground work

Additional Experience/Training

- Licensed Realtor
- International Association of Auto Theft Investigators Conference in Murfreesboro TN
- Basic Law Enforcement Training, Chapel Hill Police Department
- Taser Certified
- PBT/Alcohol Screening Test Device Certified
- Basic Rifle Training
- Combat Firearms Training
- Officer Survival and Readiness Training
- NCAWARE Training
- CJLEADS Training
- Live Scan Fingerprint Training
- DCI Level I Certified
- 10 hours of Leadership Development Classes
- North Carolina Justice Academy Ropes Challenge Course

Volunteer/Job shadowing Experience

Chatham County Sheriff's Office

Pittsboro, NC

- 40 hours of Community Service

Edgecombe County Sheriff's Department

Tarboro, NC

- 2006– 2008
- Ride Along Program

Tarboro Parks and Recreation

Tarboro, NC

- Little League Soccer Coach
- Fall 2007

The Fountains at The Albemarle

Tarboro, NC

- Alzheimer's Walk– 2004, 2005
 - Recreational Therapy– Skilled Nursing Facility; requirement for general education course
- East Carolina University

Active at St. James United Methodist Church, member of church council, responsible for communion on 1st Sunday's.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Historic District Commission

Date: 11/13/2018

Memo Number: 18-90

Shannon Wilson will be relocating to South Carolina in November and can no longer serve on the Historic District Commission.

It is recommended that Council be prepared to appoint an individual to fill the vacated position at the December meeting.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Edgecombe County Tourism

Date: 11/13/2018

Memo Number: 18-91

The term for the following individuals expired October 2018:

June Leland - 1 Year Term
Rosena Ricks - 1 Year Term
C.B. Brown - 2 Year Term

Ms. Leland and Ms. Ricks are interested in serving another 1 year term.

Mr. Brown is interested in serving another 2 year term.

It is recommended that Council be prepared to appoint (3) three individuals to fill the expired terms at the November Council meeting.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Redevelopment Commission

Date: 11/13/2018

Memo Number: 18-92

The (5) five year term for Morris Armstrong expired October 2018.

Mr. Armstrong is interested in serving another (5) five year term.

It is recommended that Council be prepared to appoint an individual to fill the expired (5) five year term at the November Council meeting.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Citizens Advisory Recreation Committee

Date: 11/13/2018

Memo Number: 18-93

The 2 year terms for the following individuals expired October 2018:

Ward 1 - John Harris
Ward 2 - Charles Johnson
Ward 3 - George Whitehurst
Ward 4 - Dwayne Owens
Ward 5 - Michael Keith Everette
Ward 6 - Claude Carr
Ward 7 - Greg Higgs
Ward 8 - Rick Mann
At Large - LaShaun Jenkins

All are interested in serving again except for John Harris (Ward 1), Michael Keith Everette (Ward 5), and Claude Carr (Ward 6). Greg Higgs has relocated and is no longer in Ward 7.

It is recommended that Council be prepared to appoint (9) nine individuals to fill the expired terms at the November Council meeting.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Tax Collector's Report

Date: 11/13/2018

Memo Number:

ATTACHMENTS:

Description

[Tax Collector's Report](#)

Upload Date

11/6/2018

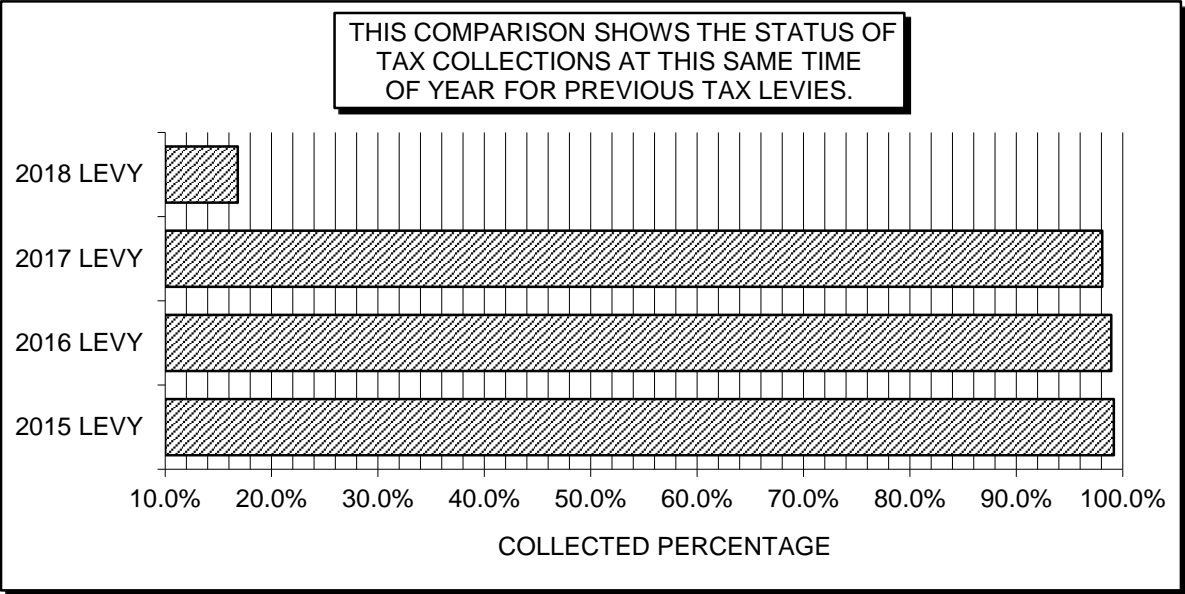
Type

Backup Material

TOWN OF TARBORO, NORTH CAROLINA
TAX COLLECTOR'S REPORT
For the Year Ended October 31, 2018

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2018	3,258,043.84	142,353.12	548,122.99	3,258,043.84	16.82%
2017	86,029.55	4,944.23	23,830.52	62,199.03	98.07%
2016	40,991.85	1,042.44	5,432.17	35,559.68	98.92%
2015	31,024.16	173.36	2,707.26	28,316.90	99.16%
2014	22,214.61	137.48	1,039.15	21,175.46	99.38%
2013	16,192.40	503.27	1,166.12	15,026.28	99.57%
2012	27,224.76	327.13	1,422.21	25,802.55	99.28%
2011	13,365.00	50.31	837.61	12,527.39	99.65%
2010	18,080.88	97.79	265.01	17,815.87	99.45%
2009	8,881.55	97.79	221.71	8,659.84	99.73%
Prior	16,259.69	211.67	653.67	15,606.02	-
Subtotal	3,538,308.29	149,938.59	585,698.42	3,500,732.86	
		1,652.51	7,803.34	<== Interest on Taxes	
Net Tax Collections ==>		151,591.10	593,501.76		
		0.00	0.00	<== Privilege Licenses	
		0.00	0.00	<== Electronic Gaming	
		0.00	0.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		151,591.10	593,501.76		

prepared by: **Leslie M. Lunsford, Collector of Revenue**





***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Economic Development 5-Year Strategic Plan

Date: 12/10/2018

Memo Number: 18-96

Bruce Naegelen, Community Economic Development Planner and Chuck Halsall, Downtown Programming & Technical Assistance Coordinator with the North Carolina Department of Commerce will be present to provide an update on the progress of the Tarboro Economic Development 5-Year Strategic Plan.

ATTACHMENTS:

Description

[Draft Tarboro Economic Development 5-Year Plan](#)

Upload Date

12/5/2018

Type

Cover Memo

Town of Tarboro

North Carolina



Economic Development Strategic Five-Year Plan 2019 - 2023



For the Town of Tarboro by the
North Carolina Department of Commerce
Rural Economic Division
NC Main Street and Rural Planning Center

Acknowledgements



Tarboro Economic Development Plan Steering Committee

Richard Anderson, *Anderson Farms/Nash Produce*
Sherill Beaman, *Vidant Health*
David Catt, *Keihin Carolina System Technology*
Michelle Cherry, *Vidant Health*
Eric Evans, *Edgecombe County Manager*
Susan Freeman, *Tarboro Edgecombe Chamber of Commerce*
Steven Gilbert, *Alimentaire Bakery*
Charlie Harrell, *Edgecombe Community College Foundation*

William Johnson, *Assistant County Manager*
Oppie Jordan, *Vice President, Carolinas Gateway Partnership*
Yvonne Murphy, *NC State Extension Health Matters*
Joe Pitt, *Mayor of Tarboro*
Lynwood Roberson, *Edgecombe Community College Foundation*
Travis Stigge, *Tarboro Parks & Recreation*
George Thorne, *Chair,*
J.T. Willoughby, *business owner / Tarboro Planning Board*

Planning Board

Tarboro Town Council

Joe Pitt, Mayor
Othar Woodard, Ward 1
Leo Taylor, Ward 2 (Mayor Pro-Tem)
Steve Burnette, Ward 3
C.B. Brown, Ward 4

John Jenkins, Ward 5
Deborah Jordan, Ward 6
Sabrina Bynum, Ward 7
Garland Shephard, Ward 8



Town of Tarboro

500 Main Street, Tarboro, North Carolina 27886

Troy Lewis, Town Manager

Telephone: 252-641-4250

troylewis@tarboro-nc.com

Municipal website: www.tarboro-nc.com

MS&RPC Staff would like to thank and recognize all who contributed their efforts to development of the Plan including: citizens, business people, Steering Committee, Planning Board, Board of Commissioners, and Town staff.



Planning Assistance

North Carolina Department of Commerce

Rural Economic Development Division

NC Main Street and Rural Planning Center

North Central Prosperity Zone Regional Office

8998 US 70 Hwy Business West, Suite 100

Clayton, NC 27520

Bruce Naegelen, Community Economic Development Planner – Project Manager

NC Department of Commerce, North Central Prosperity Zone

Telephone: 984-365-0279

E-mail: bruce.naegelen@nccommerce.com

Charles “Chuck” Halsall, Coordinator, Downtown Programming & Technical Assistance

NC Department of Commerce, Greenville Office

Telephone: 252-214-5132

E-mail: chalsall@nccommerce.com

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Section 1. Strategic Plan Overview

This Economic Development Strategic Plan will help give the Tarboro Town Council and responsible parties guidance for economic development improvement decisions, and for the community to take part in the implementation. The focus of the Plan is to act as a guide to help direct improvements for Tarboro. The plan will help promote the retention and expansion of existing businesses, and recruitment of new businesses.

Elected officials, Planning Board and Town staff as well as citizens, business persons, and civic volunteers will all play a key role in carrying out the goals, and actions outlined in this Plan.

Implementing the Plan actions will help improve Tarboro's long term economic development.

This Five-Year Plan identifies issues and impacts, and addresses Tarboro's economic development with the following:

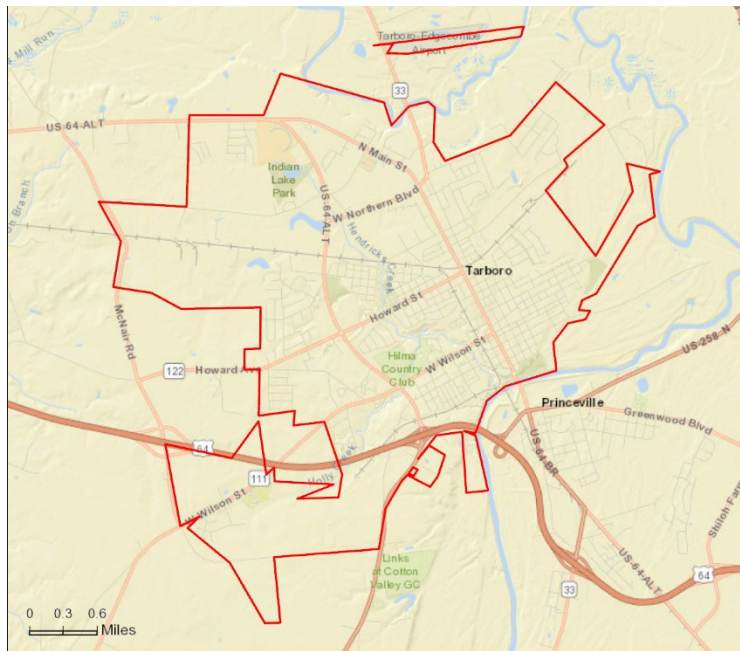
Tarboro - Economic Development Strategic Five-Year Plan - Information

- Section 2 - Vision
- Section 3 - Town Development Overview
- Section 4 - Current Economic Situation
- Section 5 - Assessment
- Section 6 - Strategy implementation
- Section 7 - Strategic Plan: review, adoption, monitoring



In the summer of 2018 the North Carolina, Department of Commerce, Rural Economic Development Division - NC Main Street and Rural Planning Center was invited to assist the Town of Tarboro in developing an Economic Development Strategic Five-Year Plan. The Town organized the Tarboro Economic Development Plan Steering Committee, made up of engaged citizens and business persons, to oversee the development of this Plan.

Comments and input were recorded from the Steering Committee throughout the process. The public responded to an economic development survey and additional public input was sought through an economic positioning/vision process that included discussion about the Town and downtown strengths, weaknesses, opportunities, and outside threats (forces outside beyond Town control). From this process, the goals, objectives, and strategy actions were developed for the Plan.



Tarboro Town Limits



Downtown Tarboro

Section 2 – Economic Positioning /Vision

Visioning is the process of developing consensus about what future the community wants, and then deciding what is necessary to achieve it.

A community economic positioning/vision statement is one of the elements needed to form a forward-looking strategic framework that provides local government boards/commissions the long-term and comprehensive perspective necessary to make disciplined, tactical, incremental decisions on community issues as they arise.

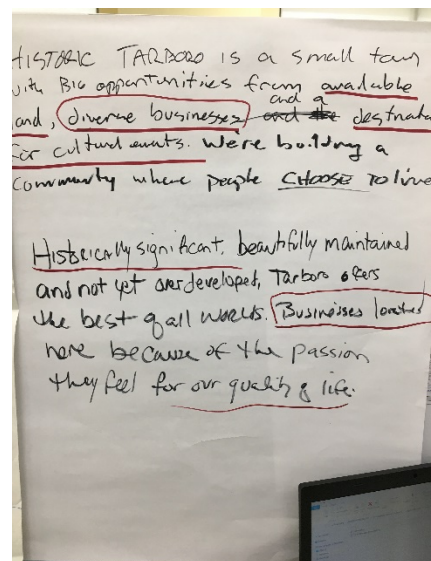
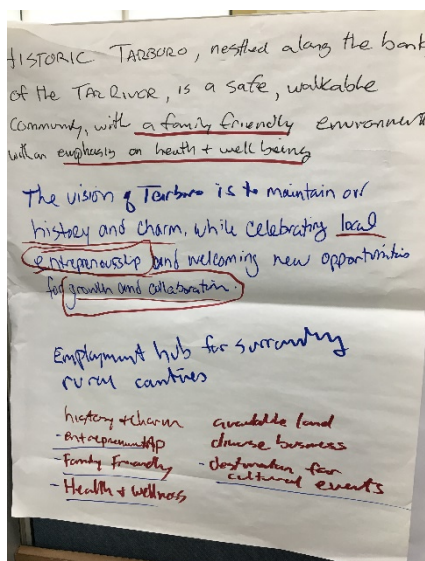


The Tarboro Economic Development Strategic Plan Steering Committee spent an afternoon developing several different drafts of an economic positioning/vision statement for Tarboro. Using key goal statements found in the drafts, the recommended economic positioning/vision statement is:

Historic Tarboro, the entrepreneurial center of Edgecombe County, is a family friendly, small town that serves as a destination for regional cultural experiences and offers physical and professional amenities within the Town that encourage and facilitate overall health and wellness.

Proposed Goal Statements

- Historic Tarboro
- Entrepreneurial center of Edgecombe County
- Family-friendly small town
- Destination for regional cultural experiences
- Encourage and facilitate overall health and wellness



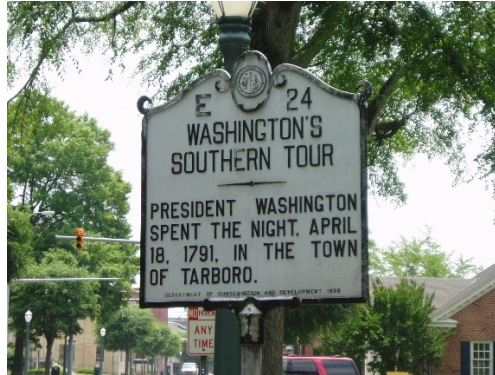
Potential Tarboro Vision Statements

11/28/18

- 1) Historic Tarboro, a hub for small and large business start-ups, provides a small-town, family-friendly environment for healthy and cultural growth.
- 2) Historic Tarboro, an innovation hub for new business and industry, has a small-town, family-friendly environment that encourages health, wellness and cultural growth.
- 3) Historic Tarboro, an entrepreneurship hub, has a family-friendly, small town vibe that encourages health and wellness and is a destination for regional cultural experiences and events.
- 4) Historic Tarboro is a family-friendly, small town with big opportunities for entrepreneurship and cultural experiences.

Section 3. Town Development Overview

Tarboro is a municipality and county seat located in Edgecombe County, North Carolina. The town is situated near the western edge of North Carolina's coastal plain. Nearby towns are Princeville and Rocky Mount. Tarboro is connected by US highways 64, 64A, 258 and NC highways 111 and 122. The north-south Interstate 95 is approximately 20 miles west of town. Tarboro has proximity to major airports, railways and deep-water ports.



A highway marker in Tarboro commemorating Washington's visit

Created in 1760, Tarboro is the ninth-oldest incorporated town in North Carolina. Tarboro officially was designated as the county seat of Edgecombe in 1764. Situated on the Tar River at the fall line in the Piedmont, the town served the area as an important colonial river port. It was a thriving trade center until the Civil War. A description of the Town, laid out in a traditional grid pattern of lots and streets, was published in "Edgecombe County: Twelve North Carolina Counties in 1810-11," by Dr Jeremiah Battle: *"There are about fifty private houses in it; and generally, from fifteen to twenty stores, a church, a jail, two warehouses, and a large Court House, which in the year 1785 was used for the sitting of the State Legislature. **This place affords good encouragement to all industrious persons, particularly merchants of almost every description.**" (emphasis added).*

At the center of the town's 45-block National Register Historic District, the 15-acre Town Common is the second oldest legislated town common in the US and the only remaining original common on the east coast, outside of Boston. This historic public park, famous for its tall oaks, tree canopy, and war memorials has stood the test of time.

Downtown Tarboro, nestled between the Historic District, a beautiful 15-acre Town Common, and the banks of the Tar River, is the home to the front porch of many businesses and residents. Beautiful and walkable streetscapes highlight the character of a mix of specialty & service shops offering locally made, goods, art, and unique finds. The local brewery, coffee house, bakery, and restaurants offer inviting spaces, a taste of Tarboro, and a friendly atmosphere where warm welcomes and connections are made. Throughout the year, enjoy cultural festivals that highlight live music, dancing, food, and the chance to connect to meet old and new friends on Courthouse Square, the Town Common, and the banks of the Tar River at Riverfront Park.

Continue your stroll through the 45-block Historic District, home to many colonial, antebellum, and Victorian homes dressed with elegant columns, ornate gingerbread, stately porticos,

soaring chimneys, bay windows, and porches of every size or enjoy viewing nature along the banks of the Tar River at River Front Park. While Downtown Tarboro is a perfect daytime destination, you may find that Tarboro is a place where you just might decide to stay a while.

Tarboro's labor force is prepared through strong secondary schools, a business-focused community college and area universities and colleges. Tarboro is served by Edgecombe County Public School System, as well as several private and parochial schools in the area. Tarboro is also home to Edgecombe County's first K-12 NC public charter school. North East Carolina Prep School has a current enrollment of over 950 students¹ with projections for continued growth. Edgecombe Community College's main campus is in Tarboro with a satellite campus on the Edgecombe County side of Rocky Mount. Located about 25 miles from Tarboro is East Carolina University, the state's 3rd largest and fastest growing university in Greenville; NC Wesleyan College in Rocky Mount and Barton College in Wilson. NC State University, University of North Carolina at Chapel Hill, NC Central University, Meredith College, William Peace University and others are all located just over an hour's drive from Tarboro.

Tarboro and Edgecombe County offer major arts and cultural attractions, outdoor activities and special events. Tarboro has one of North Carolina's largest and most diverse historic districts with the Tarboro Historic District National Recreation Trail, designated by the U.S. Department of the interior, providing a two-mile leisurely stroll through this beautiful area. Examples of historic sites here are the Pender Museum, Town Common, Cotton Press, Calvary Church and churchyard and N.C. Main Street Program improvements in historic downtown. The Edgecombe County Cultural Arts Council operates the art and history museum and provides workshops, classes, lecture's and exhibits about eight art shows annually in the Pittman Gallery along with other special events. The County Veterans Military Museum, located downtown, has historic appeal.²

Tarboro has an abundance of outdoor recreation opportunities which include the Tar River, Riverfront Park with a boat ramp and paddle trail. Additionally, Indian Lakes Sports Complex and other parks feature tournament-quality softball/baseball facilities, an amphitheater, an active recreation center, tennis courts and more. Hunting and fishing opportunities are also readily available.

One of the most significant assets of Tarboro is public and private cooperation. Businesses are complimentary of Town staff, utility services and Town leaders. The private sector is actively engaged in community development. Both public and private leadership understand the need for growth and realize the need to capitalize on economic development assets.³ An example is the Town's participation in the Carolina's Gateway Partnership.

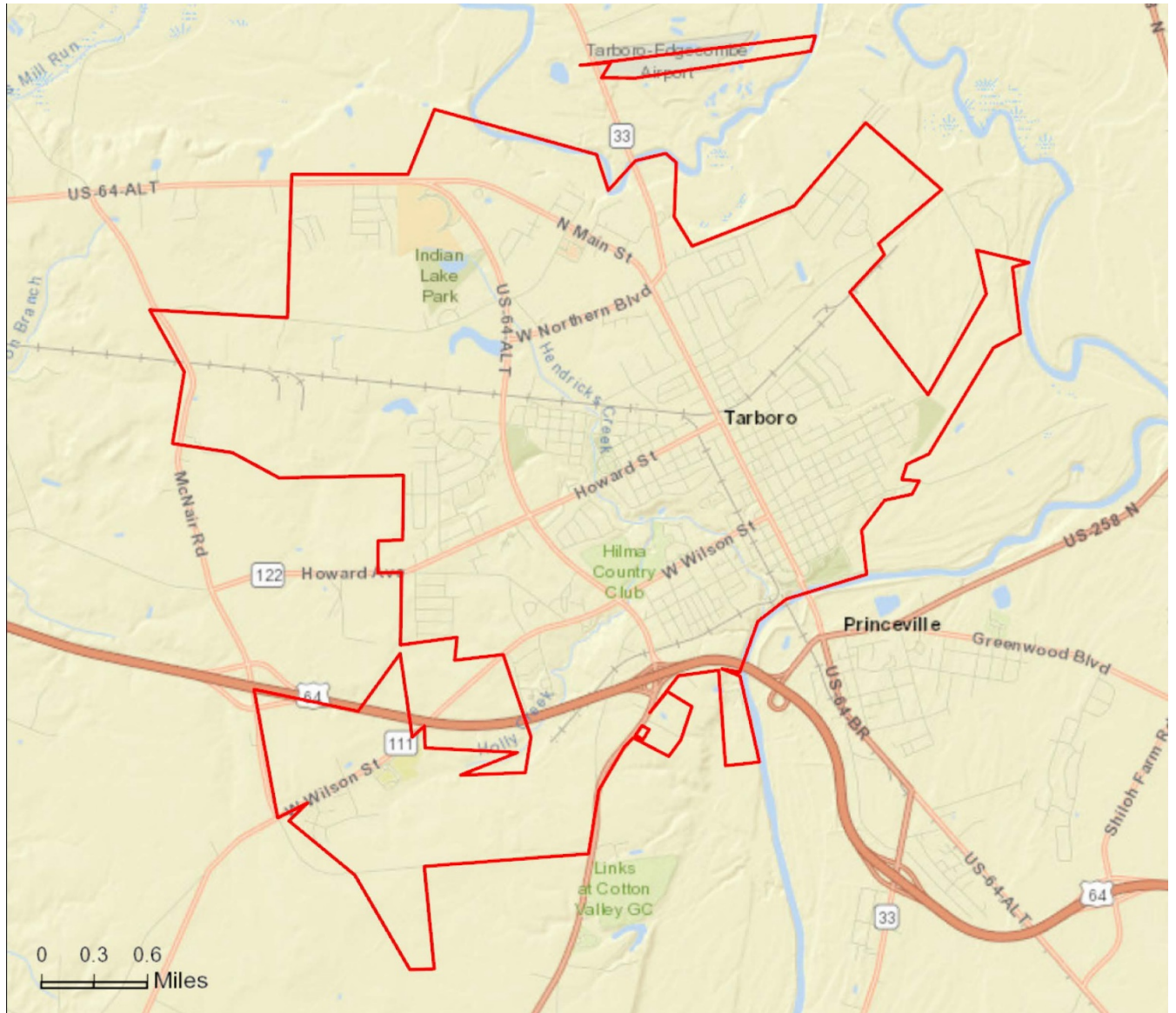
On the following pages, Map 3-1 shows the Boundaries of the Town and Map 3-2 shows the Downtown District Boundaries.

¹ William Etheridge, Executive Director, North East Carolina Preparatory School – FY18-19 School year.

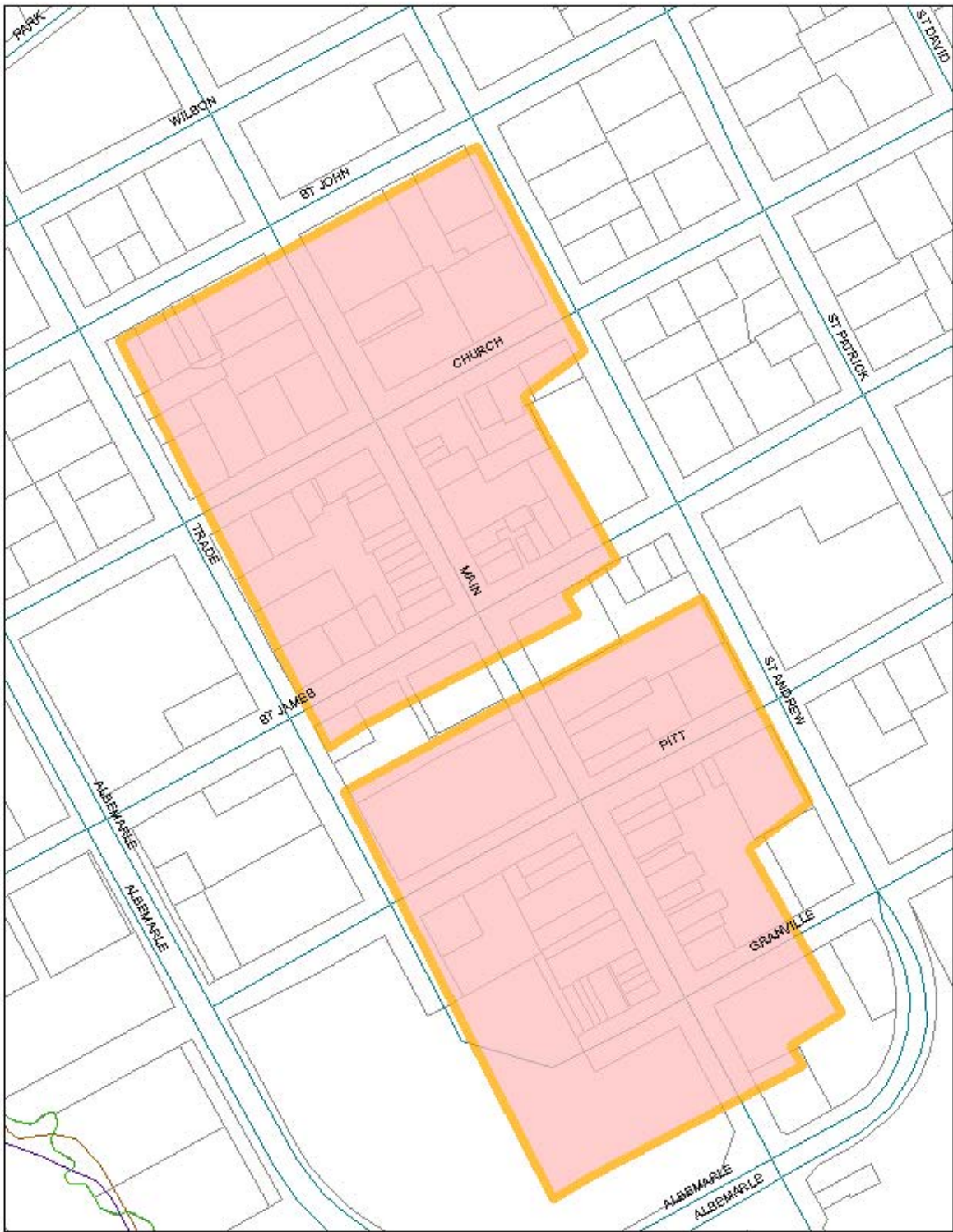
² Introduction to Tarboro, Town of Tarboro Strategic Economic Development Plan, 2005, Sanford Holshouser Business Development Group LLC

³ Introduction to Tarboro, Town of Tarboro Strategic Economic Development Plan, 2005, Sanford Holshouser Business Development Group LLC

Map 3-1 Tarboro Town Boundaries



Map 3-2 Downtown Tarboro Boundaries



Section 4. Current Economic Situation

This section of the Strategic Plan contains demographics, traffic counts, job and employment type, and a retail service economic assessment for the Town of Tarboro.

Population

The Town of Tarboro population has increased by about 3% from 1990 to 2010, which was the last US Census.

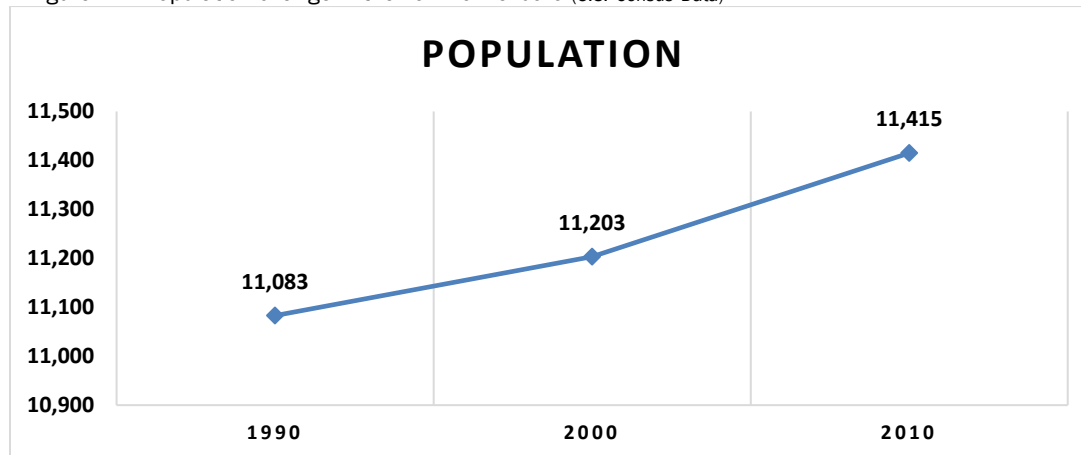
Table 4-1. Tarboro population changes.

Year	1990	2000	2010
Population	11,083	11,203	11,415

Source: U.S. Census Data

During the 20-year period from 1990-2010 Tarboro gained approximately 330 residents or .3% of Town population (*Figure 4-1*). During the same period, Edgecombe County's population remained flat, with no statistical difference. (*Table 4-2*).

Figure 4-1. Population change in the Town of Tarboro (U.S. Census Data).



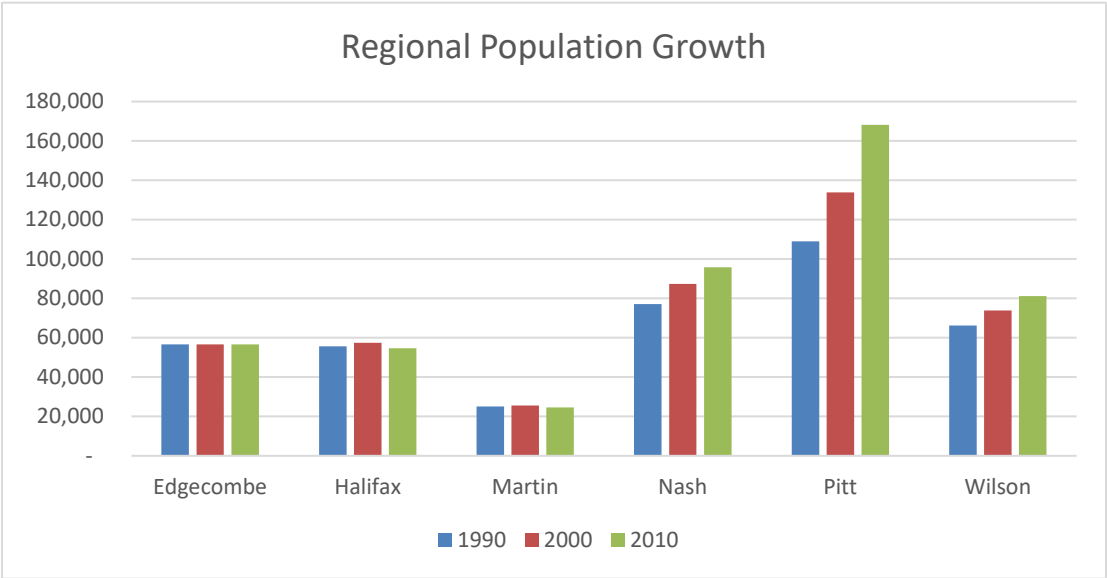
The population growth data from 1990 to 2010 in the regional six-county area that adjoins Edgecombe (*Table 4-2*, and *Figure 4-2*) shows Edgecombe remaining statistically flat; decline in Martin (-2%), and Halifax (-2%). However, there was significant growth in Nash (24%), Pitt (54%) and Wilson (23%) counties, during that 20-year time span.

Table 4-2. Regional population growth of Edgecombe County and neighboring counties.

Year	Edgecombe	Halifax	Martin	Nash	Pitt	Wilson
1990	56,608	55,671	25,049	77,060	109,054	66,238
2000	56,606	57,370	25,593	87,420	133,798	73,814
2010	56,552	54,691	24,505	95,840	168,148	81,234

Source: US Census

Figure 4-2. Population growth in Edgecombe and surrounding counties.



Racial Composition

Table 4-3 shows the racial composition in Tarboro. Approximately 48% of the Town is black, 46% white and 6% Hispanic. The remainder of the population is comprised of American Indian, Asian, Pacific Islander and others.

Table 4-3. Racial Composition - Town of Tarboro 2018.

Race	White	Black	American Indian	Asian	Pacific Islander	Some Other Race*	2 or more races (mix)	Hispanic
Percent of Population	45.9%	47.9%	0.3%	0.5%	0.1%	1.2%	6.4%	6.4%

Source: U.S. Census Data – ESRI *Previously known as “Other” an uncategorical statistic

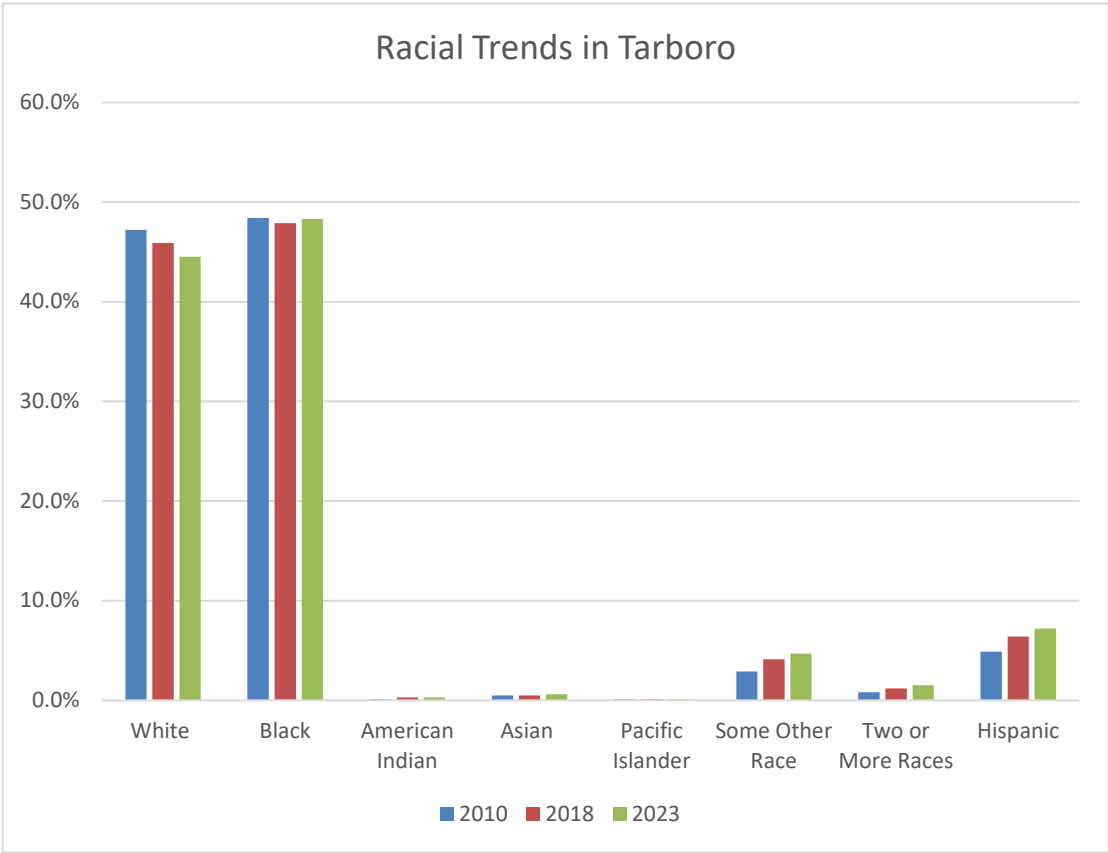
Racial Trends

Table 4-4 and Figure 4-3 shows how Tarboro’s racial populations are trending since 2010. The black population has remained relatively stable since 2010 with a 0.5% dip but a 0.4% projected increase by 2023. The white population has declined slightly by 1.3% with an additional projected decline of 1.4% by 2023. The Hispanic population is trending higher by 1.5% since 2010 and a projected increase of 0.8% by 2023. Those populations who identify as American Indian, Asian and Pacific Islander are each under 1% with small growth expectations. Those who identify as *Some Other Race* and *Two or More Races* show projected population increases of 1.8% and 0.7% respectively.

Table 4-4. Racial Trends Town of Tarboro

YEAR	2010	2018	2023	YEAR	2010	2018	2023
White	47.2%	45.9%	44.5%	Pacific Islander	0.1%	0.1%	0.1%
Black	48.4%	47.9%	48.3%	Some Other Race	2.9%	4.1%	4.7%
American Indian	0.1%	0.3%	0.3%	Two or More Races	0.8%	1.2%	1.5%
Asian	0.5%	0.5%	0.6%	Hispanic	4.9%	6.4%	7.2%

Figure 4-3. Racial Trends Town of Tarboro



Age

The median age data in Table 4-5 shows that Tarboro’s population has become slightly older, as the median age increased 4.2 years from 2000 to 2017. This is on par with Edgecombe County which aged 4.1 years over the same time frame but has been consistently about 3 years older than the County’s median age. Tarboro likely skews a bit higher than the county because of the retirement communities and other urban costs within Town limits.

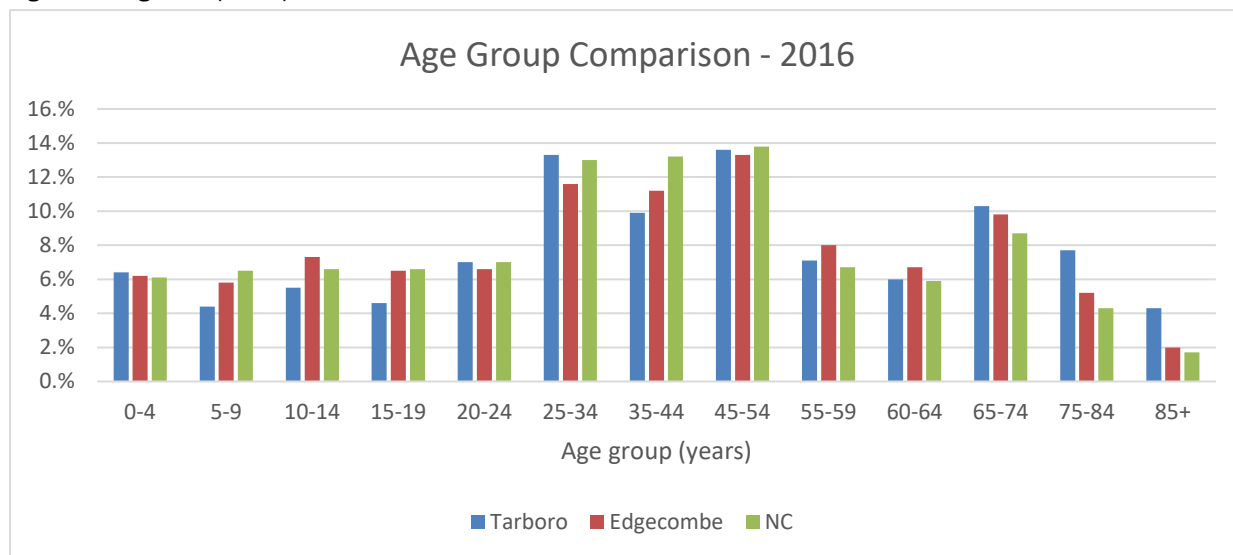
Table 4-5. Median Age Trend - Town of Tarboro

Age/Year	2000	2010	2016	Change in Age (2000-2016)
Tarboro	39.4	42.3	43.6	+4.2 years
Edgecombe County	36.2	39.6	40.3	+4.1 years
North Carolina	35.3	37.4	38.3	+3.0 years

Source: U.S. Census Data – American Community Survey

An age group comparison is shown in Figure 4-4 for Tarboro, Edgecombe County, and the State of North Carolina. Generally, compared to Edgecombe County and statewide, Tarboro has lower percentages of younger people, 5-19 years old, 35-44 years old and 55-64 years old. Higher percentages are with people 0-4 years old; 20-34 years old, 45-54 years old. The town has more older persons above 65 and older compared to the County and State.

Figure 4-4. Age Group Comparison



Source: U.S. Census Data – American Community Survey

Poverty

The amount of poverty in total population in Tarboro is lower (by 9.7%) compared to Edgecombe County and little lower than the state. Tarboro was lower than the state in all age groups except 18-64 age group (0.7% higher). Under 18 years old the poverty rate in Tarboro was 23% versus 41% for the County; 18 to 64 years old the in-town poverty rate was 17% versus 23% for the county. And for 65 and older Tarboro's poverty rate was 9% versus 16% for the Edgecombe County. (Table 4-6).

Table 4-6. Persons Below Poverty (Percentage of Population) Tarboro, Edgecombe County and NC– 2016.

	Total Population	Under 18 years	18-64 years	65 years and older
Tarboro	16.3%	22.8%	16.6%	8.8%
Edgecombe County	25.7%	40.6%	22.7%	15.6%
North Carolina	16.8%	23.9%	15.9%	9.7%

Source: U.S. Census Data – American Community Survey (2016) - Poverty Guidelines for 2016 are based on persons in family/household: One-\$12,071; Two-\$15,379; Three-\$18,850; Four-\$24,230;

Households

In 2000 Tarboro had 4,369 households, and by 2018 had decreased to 4,323 households. (Table 4-7). From 2000 to 2018 the number of households increased by 46.

Table 4-7. Households in Tarboro.

Year	2000	2010	2018
Households	4,369	4,565	4,323

Source: U.S. Census Data-ESRI

Housing Units

From 2000 to 2018 the number of housing units in Tarboro (Table 4-8) grew by 33 net units. From 2000 to 2010, 77 new units were added,

Table 4-8. Housing Unit Trends

Year	2000	2010	2018
Number of housing units	4,916	4,993	4,949

Source: U.S. Census Data-ESRI

Owner/Renter Occupied Units

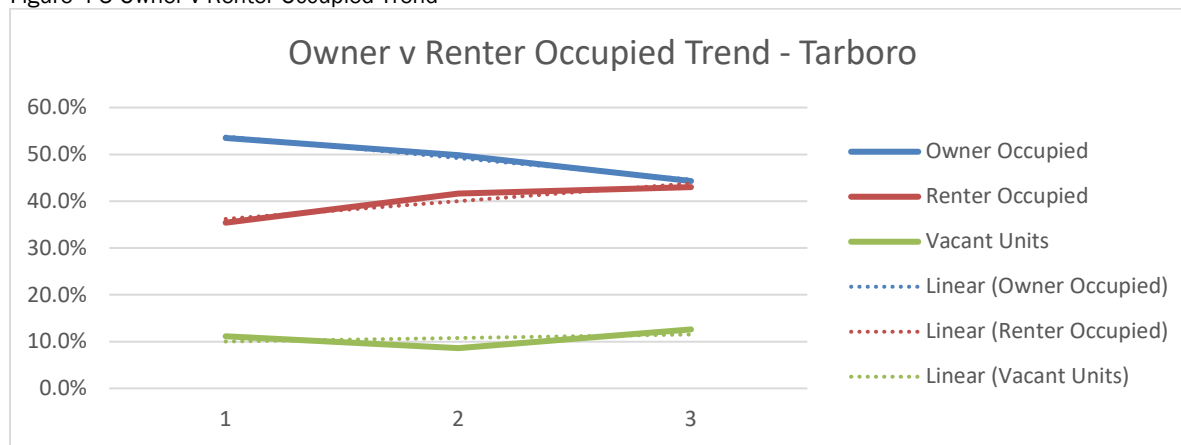
The owner-occupied versus renter-occupied ratio in a community indicates certain levels of stability. It is still generally acknowledged that a higher percentage of owner-occupied housing versus renter-occupied is desirable. Tarboro's owner-occupied units is trending down, about 9.2%, since 2000 while renter-occupied units have risen by 7.6% during the same time-period as shown on the chart in Figure 4-5.

Table 4-9. Owner Occupied v Renter Occupied Trend in Tarboro

Occupancy Type	2000	2010	2018
Owner Occupied	53.5%	49.8%	44.3%
Renter Occupied	35.4%	41.6%	43.0%
Vacant Units	11.1%	8.6%	12.6%

Source: U.S. Census Data-ESRI

Figure 4-5 Owner v Renter Occupied Trend



Occupancy - Vacancy

Tarboro's housing occupancy in 2016 (Tables 4-10) was 90.1% with a vacancy rate of 9.9%.

Table 4-10. Housing Occupancy and Vacancy – Tarboro 2016.

Description	Occupancy	Vacancy
Total Housing Units by %	90.1%	9.9%
Number of housing units	4,533	499

Source: U.S. Census Data 2012-2016 American Community Survey 5-Year Estimates

Occupancy-Vacancy Comparison

Tarboro's housing occupancy rate was nearly 5% higher and the vacancy rate nearly 5% lower than Edgecombe County and statewide which were nearly equal with each other.

Table 4-11. Housing occupancy and vacancy comparison – 2016.

	Occupancy	Vacancy
Town of Tarboro	90.1%	9.9%
Edgecombe County	85.5%	14.5%
North Carolina	85.7%	14.3%

Source: U.S. Census Data 2012-2016 American Community Survey 5-Year Estimates

Housing – Median Value

The median value of housing Tarboro in 2016 was \$98,400, which was higher than Edgecombe County, Halifax, and Martin counties. The remaining border counties (Table 4-12) of Nash, Pitt and Wilson counties had a higher median value of housing.

Table 4-12. Comparison of median value of owner occupied housing units – 2016.

County	Edgecombe	Halifax	Martin	Nash	Pitt	Wilson
Median house value	\$82,200	\$87,700	\$84,000	\$120,500	\$135,000	\$117,100

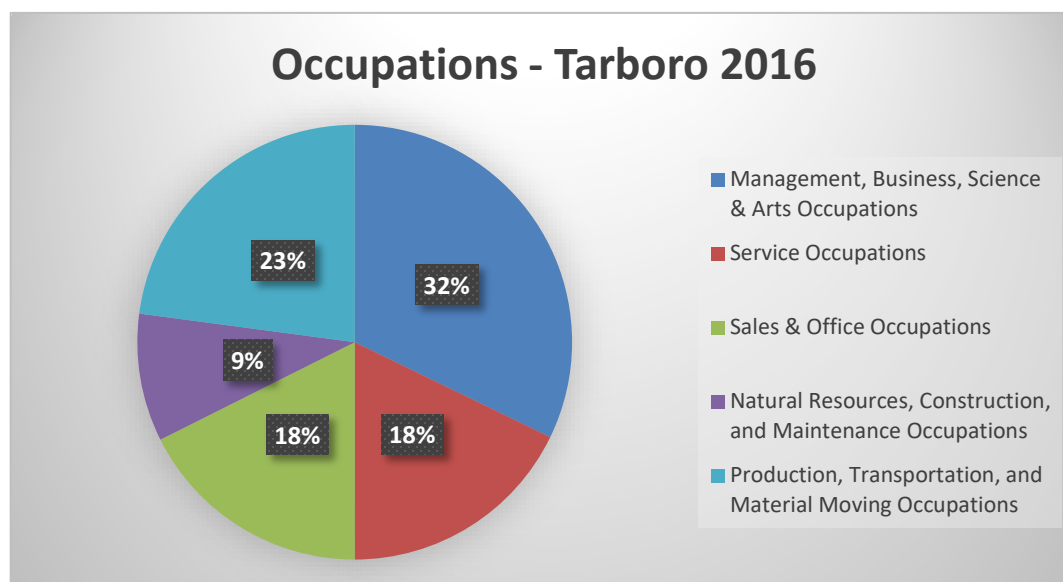
Source: U.S. Census Data 2012-2016 American Community Survey 5-Year Estimates

Working Occupation

Worker occupation in Tarboro is shown in the following pie-chart (Figure 4-6).

Management, Business, Science and Arts account for 32% of worker occupations, *Production, Transportation, and Material Moving* at 23%. *Service* 18%, *Sales and Office* 18%, and *Natural Resources, Construction and Maintenance* 9%.

Figure 4-6. Worker occupation in Tarboro – 2016.



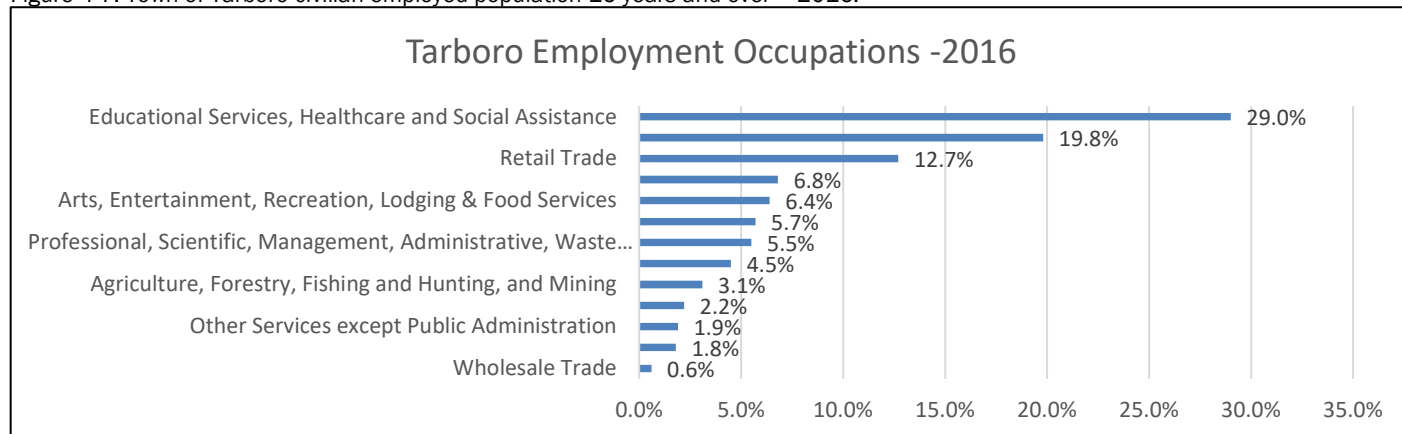
Source: U.S. Census Data – American Community Survey

The following Figure 4-7 shows categories of Tarboro civilian employed population 16 years and over for 2016.

The **top three fields of employment in Tarboro** are:

1. Educational services, health care, social assistance
2. Retail Trade
3. Arts, entertainment, recreation, lodging & food services

Figure 4-7. Town of Tarboro civilian employed population 16 years and over – 2016.



Source: U.S. Census Data – American Fact Finder.

Unemployment

The unemployment rate for Edgecombe County was 6.8% in August 2018 (Table 4-13), which was the highest of all the bordering counties. Pitt had the lowest at 4.4%, followed by Martin and Nash respectively. All counties were higher than the statewide rate of 3.1%.

Table 4-13. Unemployment rates – August 2018.

Counties	Edgecombe	Halifax	Martin	Nash	Pitt	Wilson	NC
Unemployment rate	6.8%	6.2%	4.9	5.3%	4.4%	6.3%	3.1%

Source: N.C. Department of Commerce - Labor & Economic Analysis Division

Income

Tarboro has a higher per capita income and household mean income (average) compared to Edgecombe County, but about 7.5% lower than statewide (Table 4-14)

Table 4-14. Per capita and mean household income – 2016.

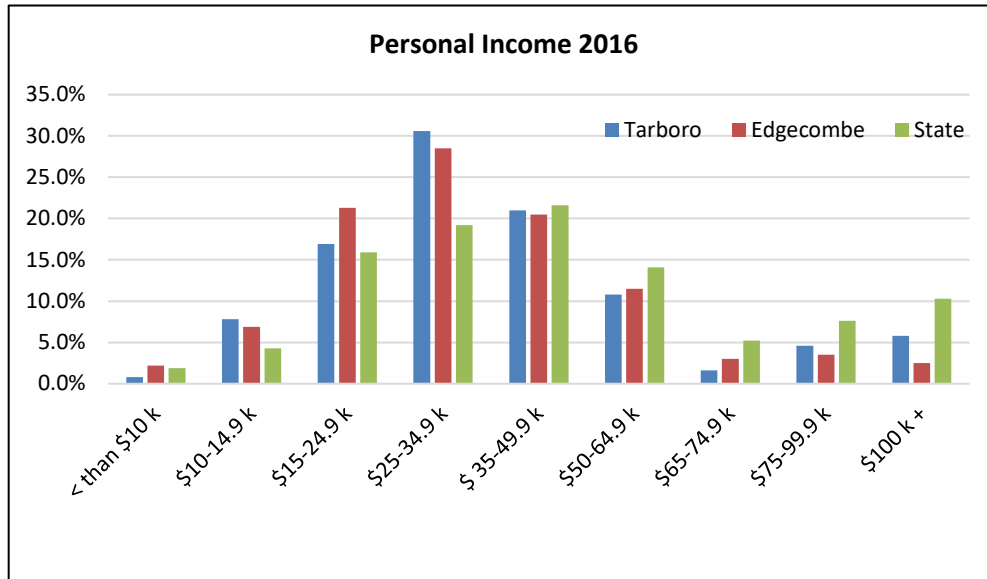
Type	Tarboro	Edgecombe	North Carolina
Per Capita Income	\$21,315	\$18,009	\$26,779
Household Mean Income*	\$50,128	\$45,037	\$67,367

Source: U.S. Census, 2012-2016 American Community Survey 5-Year Estimates

*Mean income (average) is the amount obtained by dividing the total aggregate income of a group by the number of units in that group. The means and medians for households and families are based on all households and families. Means and medians for people are based on people 15 years old and over with income. — US Census Bureau, Frequently Asked Question, published by First Gov.

Personal income and household income distribution 2016 for Tarboro, Sampson County, and the State is shown in Figures 4-8 and 4.9. For personal income (Figure 4-8) Tarboro has a lower percentage of persons with income from less than \$10K income bracket compared to the State and Edgecombe County as well as in the \$15-25k and \$50-75k brackets. Tarboro is on par with the County and State in the \$35-50k bracket and higher than Edgecombe, but lower than the state in \$75K to 100K+ brackets.

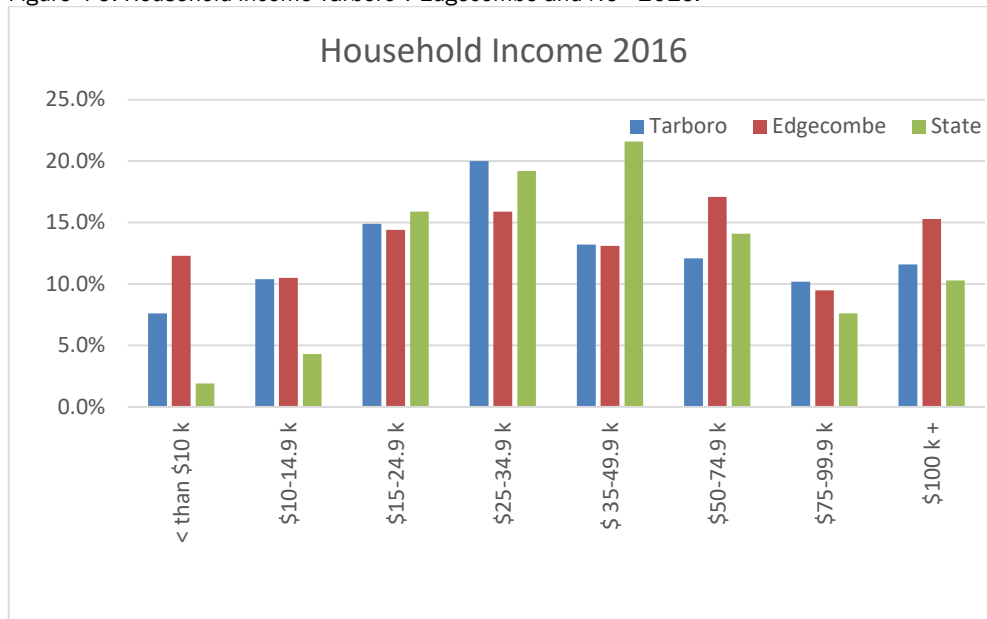
Figure 4-8. Personal income Tarboro v Edgecombe and NC– 2016.



Source: U.S. Census Data

As shown in Figure 4-9, Tarboro has an equal or higher percentage of households with incomes \$10k to 50k compared to Edgecombe County. Tarboro has a higher percentage of households than the County with incomes in the \$75k to 100K+ bracket.

Figure 4-9. Household income Tarboro v Edgecombe and NC– 2016.



Source: U.S. Census Data

Traffic Counts

Traffic counts (Figure 4-10) from the 2nd quarter of 2018 (April-June) show that approximately 17,000 -18,000 vehicles travel US 64 each day. Along the major thoroughfares in Town, US 64 BR, US 64 Alt are in the approximate range of up to 6,000 to 15,000 vehicle trips per day.

Figure 4-10. Traffic count map of Tarboro

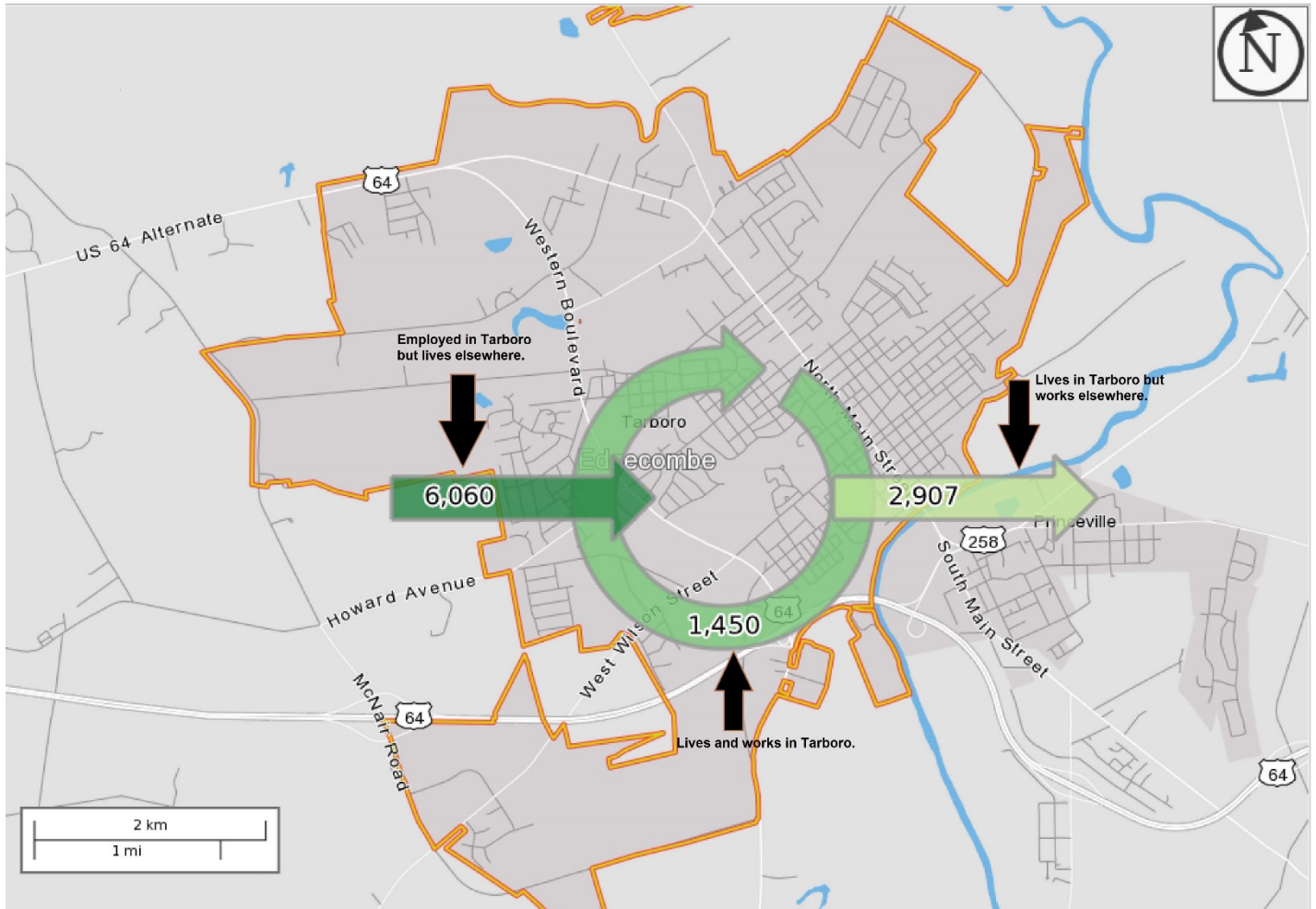


Source: Kalibrate Technologies Q-2 2018.

Jobs – Inflow and Outflow

The following Figure 4-9 map shows a 2015 jobs analysis with inflow and outflow where: 6,060 people (80.7%) are employed in Tarboro but live outside of Town; 2,907 people (66.7%) live in Tarboro but are employed outside of Town; and 1,450 people (33.3%) are employed and live in Tarboro.

Figure 4-10. Jobs inflow and outflow analysis of Tarboro – 2015.

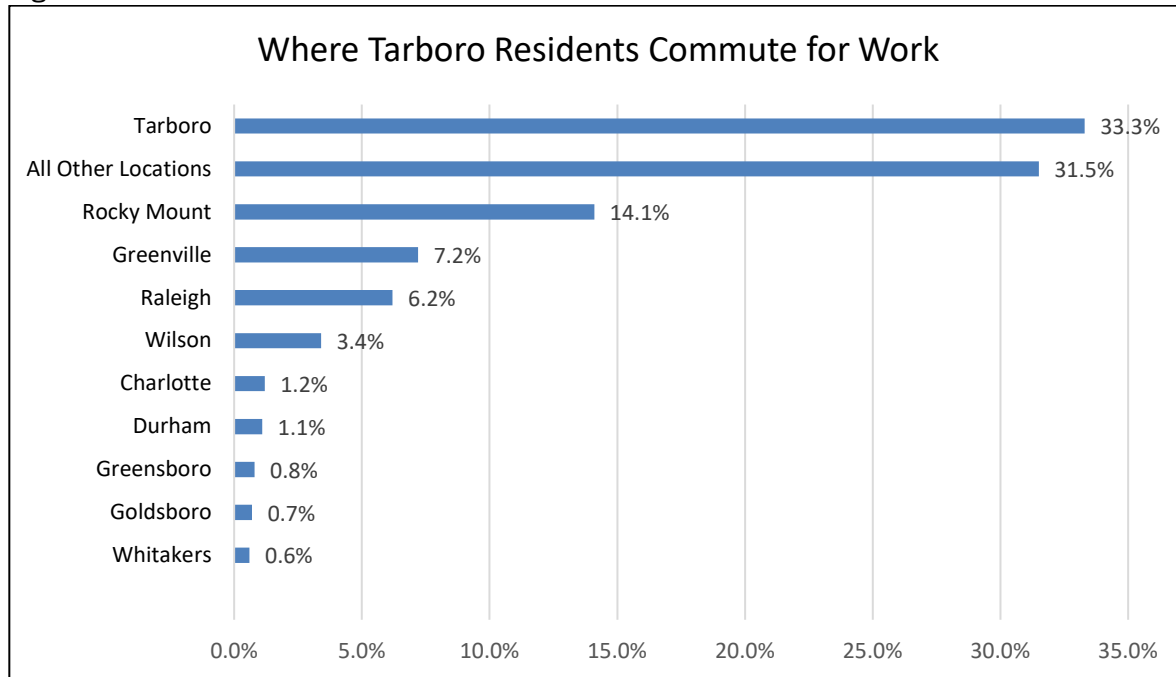


Source: US Census Bureau, OnTheMap Application and LEHD-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2015)

Commuters

Approximately 67% of Tarboro's working population commutes to someplace outside of town to go to work for their primary employment. Figure 4-11 shows those location with the percentage of working population.

Figure 4-11. Where Tarboro Residents commute for Work



(Source: US Census – On The Map)

Largest Town Employers

The following Tables (4-15 and 4-16) show the largest employers by number of employees and annual dollar sales. The top employer is Vidant Edgecombe Hospital.

Table 4-15. Largest Employers in Tarboro by Number of Employees.

Company Name	Business Description	Employee
Edgecombe County Schools	Education	1,100
QVC Inc.	Distribution	1,100
Tyson Foods	Food Processing Bakery Products	950
Edgecombe County	Local Government	650
Air System Components	Industrial Venting Equipment Mfg.	500
Vidant Health Care	Health Care Services	470
Keihin Carolina System Technology Inc.	Electronic Systems for Auto Industry	450
LS Cable & System	Communications wire/cable	260
Town of Tarboro	Local Government	170
Greenleaf Nursery	Wholesale Shrubbery & Plants	160
Mayo Knitting Mill Inc	Hosiery	130

Source: Carolinas Gateway Partnership June 21, 2018

Retail Leakage/Surplus Analysis

The retail leakage and surplus analysis (or Gap Analysis) examines the quantitative aspects of Tarboro's retail opportunities and a guide to understanding retail opportunities. This is a first step in understanding market potential within the Town's Primary Trade Area, which is a 5-mile radius from the center of Tarboro.

When consumers spend dollars outside the Primary Trade Area, this is known as "Retail Leakage" referred to as Leakage throughout the report. **Retail Leakage** indicates an **unmet demand in the trade area**. This suggests the possibility the community can support additional retail for that business type. Residents, within the primary trade area, are purchasing products outside of the trade area indicating an opportunity to capture these dollars somewhere in Tarboro. (Leakage is shown as a **positive value in green** when reviewing the actual ESRI data*.)

Retail Surplus means the community's primary trade area is **capturing the local market plus attracting non-local shoppers**. Surplus doesn't necessarily imply that the community can't support additional businesses, but rather the community has possibly developed strong clusters of retail including eating and drinking establishments that have broad geographical appeal. (Surplus is shown as a **negative value in red** when reviewing the ESRI data*.)

Before drawing conclusions about potential business expansion or recruitment opportunities, qualitative considerations, using additional sources should be more closely studied. This could be additional information from ESRI data* or sources the county or regional economic development office may have. This report is based on the data collected and could serve as a starting point for a business recruitment effort.

Table 4-16 shows the total Industry summaries for the Primary Trade Area of five miles from the Town's center. The last column shows the number of businesses within PTA. For example, within the five-mile radius there are a total of 142 retail trade, food and drink businesses 102 are retail only, 40 are food and drink.

Table 4-16. Retail Industry Summary

Retail Profile Tarboro NC (5-Mile Radius)	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/ Surplus Factor	Number of Businesses
Total Retail Trade / Food & Drink	\$ 165,616,362	\$ 232,805,448	(\$67,189,086)	(16.9)	142
Total Retail Trade	\$ 150,808,149	\$ 213,397,949	(\$62,589,800)	(17.2)	102
Total Food & Drink	\$ 14,808,212	\$ 19,407,499	(\$4,599,287)	(13.4)	40

The *Retail Gap* represents the difference between Retail Potential and Retail Sales. The *Leakage/Surplus Factor* presents a snapshot of retail opportunity. This is a measure between supply and demand that ranges from +100 (*total leakage*) to -100 (*total surplus*). A positive value represents "leakage" of retail opportunity outside the trade area. A negative value represents a surplus of retail sales where customers are drawn in from outside the trade area.

Retail Leakage

The table below (Table 4-17) shows retail sales leakage from within the 5-mile Primary Trade Area in Tarboro in 2017. The bar-graph shows retail leakage where customers shop outside the trade area. There is a total leakage in retail trade and food & drink sales of approximately \$67 million.

Table 4-17 also demonstrates Retail Potential. While there may be overall retail surplus in the Primary Trade, see Table 4-18, there is also leakage in specific retail categories. Table 4-17 takes the leakage information for each of the retail categories including food and drink that are "leaking" and estimates a business capturing 10% of that leakage. The estimated capture rate of 10% is intended as a starting point. Retailers or potential retailers could/should aim higher.

Using an average of \$300 per square foot in annual retail sales gives us the number of square feet needed to support that business. The annual *Sales Per Square Foot* of \$300 is an average of what recent surveys from comparable studies have shown businesses are earning.

As an example, the Town “leaks” approximately \$3.2M in “Clothing Stores” and might support an additional 10-11,000 square feet of retail space. “Home Furnishings” leaks approximately \$1.7 million and could utilize an additional 5,000 square feet of space. These amounts may or may not be enough to entice new business start-ups but may encourage expansions of existing businesses or some niche or boutique business opportunities.

Table 4-17. Town of Tarboro Retail Leakage and Retail Potential.

NAICS Code	Retail Leakage (5-Mile Primary Trade Area)	Retail Gap (Leakage)	Est. Capture 10%	Sales per S/F	Leakage Factor	S/F Needed	Number of Businesses
7223	Special Food Services	\$69,357	\$6,936	\$300	34.4	231	1
4542	Vending Machine Operators	\$141,679	\$14,168	\$300	100.0	472	0
4512	Book, Periodical, and Music Stores	\$354,604	\$35,460	\$300	46.0	1,182	1
4483	Jewelry Luggage and Leather Goods Stores	\$522,039	\$52,204	\$300	30.6	1,740	2
443	Electronics & Appliance Stores	\$529,319	\$52,932	\$300	6.8	1,764	3
4543	Direct Selling Establishments	\$695,136	\$69,514	\$300	100.0	2,317	0
4442	Lawn & Garden Equipment & Supplies Stores	\$707,474	\$70,747	\$300	100.0	2,358	0
7224	Drinking Places (Alcoholic Beverages)	\$738,034	\$73,803	\$300	64.7	2,460	1
4532	Office Supplies, Stationary, and Gift Stores	\$1,105,551	\$110,555	\$300	74.7	3,685	1
4412	Other Motor Vehicle Dealers	\$1,465,200	\$146,520	\$300	36.6	4,884	1
4422	Home Furnishing Stores	\$1,737,947	\$173,795	\$300	71.0	5,793	1
4541	Electronic Shopping & Mail-Order Houses	\$1,772,325	\$177,233	\$300	100.0	5,908	0
4511	Sporting Goods/Hobby/Musical Instrument Stores	\$2,211,047	\$221,105	\$300	53.2	7,370	2
4529	Other General Merchandise Stores	\$2,356,846	\$235,685	\$300	20.3	7,856	7
4481	Clothing Stores	\$3,241,865	\$324,187	\$300	60.5	10,806	4
4539	Other Miscellaneous Store Retailers	\$4,306,903	\$430,690	\$300	83.7	14,356	2

(Source: AccessNC - ESRI Retail Marketplace Profile – 2018).

As noted earlier, Retail Surplus means the community's primary trade area is capturing the local market plus attracting non-local shoppers. Surplus doesn't necessarily imply that the community can't support additional businesses, but rather the community has possibly developed strong clusters of retail including eating and drinking establishments that have broad geographical appeal. Table 4-18 shows those retail types that are attracting consumers within the primary trade area.

Table 4-18. Town of Tarboro Retail Surplus.

Retail Supply/Surplus (5-Mile Primary Trade Area)	Surplus
Department Stores (excluding leased departments)	\$21,438,815
Gasoline Stations	\$14,892,492
Health & Personal Care Stores	\$9,678,213
Grocery Stores	\$8,924,735
Beer, Wine, and Liquor Stores	\$7,646,634
Building Material & Supplies Dealers	\$7,105,829
Restaurants/Other Eating Places	\$5,406,678
Automobile Dealers	\$5,008,713
Furniture Stores	\$4,420,801
Auto Parts, Accessories, & Tire Stores	\$2,597,178
Specialty Food Stores	\$1,062,993
Used Merchandise Stores	\$274,804
Shoe Stores	\$231,274
Florists	\$142,902

***Sources for information:** ESRI On-Line Reports for Business, Demographics, <http://www.esri.com/>.

Disclaimer: This report was prepared by the NC Main Street & Rural Planning Center. Information contained in the report is primarily from ESRI On-Line Business Analysis and checked against sources above. Every effort is made to ensure that the information contained within is accurate, however, no warranty is made about the accuracy of this report by the NC Main Street & Rural Planning Center or its sources.

Section 5. Assessment

The Tarboro Economic Development Strategic Plan assessment information was gathered with the following:

Assets and Economic Drivers

The following Assets & Economic Drivers information was collected from the *Tarboro Economic Development Strategic Plan Steering Committee* at the July 25, 2018 meeting.

Economic Assets	Cultural Assets	Natural/Recreational
Access to Rail	Blount Bridge	Albemarle Trail
Ace Hardware	Blount Bridges House	Available Land
Agriculture	Calvary Church Arboretum	Golf Course
Business Friendly	Community Choirs	Indian Lake Sports Complex
Carolina Connector	Courthouse Square	Tar River
CSX	Drug store bldg (former) @ Walnut & Main	
Doug Henry Ford	Edgecombe Community College Performance Series	
Downtown Retail	Historic District	
Fish Monger	Historic Preservation Curriculum at ECC	
IGA Building (grocery)	Keihin Auditorium & Atrium	
Keihin Carolina Systems Technology (KCST)	Municipal Milk Plant	
Multi-specialty Clinic	NC Symphony	
National Register Historic District / Local Historic Commission	New Year on the Common	
NC Main Street Program	Special Events	
On the Square	Summer Music	
Park Hill Cinema	Tar River Players	
Quigless Clinic	Tarboro High Football	
Riverside Plaza	Town Common	
Sara Lee	Veteran's Museum	
Size		
Tarboro Brewing Company		
Tarboro Industrial Park		
Vidant-Edgecombe Hospital		
Walmart		

Assets and Economic Drivers *(continued)*

Institutional	Community	Governmental Assets
County of Edgecombe	Fountain of Albemarle Retirement Village & Senior Living	Carolinas Gateway Partnership
Early College	Monika Fleming	Courthouse
Edgecombe Community College	Non-profits	Genealogy
Edgecombe County Public Schools	Todd Gurley (professional athlete)	Historical Municipal Ball Park
Historic Churches/Churches	Vidant-Edgecombe Hospital	Human Services
NECP Charter School		Low Crime Rate (Great PD)
Town of Tarboro		Public Library

SWOT Analysis

These are the results to determine Tarboro's strengths, weaknesses, opportunities and threats from an exercise given to two separate groups: Tarboro Economic Development Strategic Plan Steering Committee and the Tarboro Development Corporation. **More than ____community surveys were distributed, completed and analyzed.**

Strengths	Weaknesses
Access to Downtown housing	Access to river
Albemarle nursing home/assisted living	Cultural shift
Business serve diverse clientele	Desolate on the weekends
Businesses with tenure	Dining options not great hours/variety
Community pride	DT marketing
County seat	Empty, abandoned spaces
Courthouse square	Farmers market not permanent
Diversity of industry	Flood damaged properties
Farmers market	Inconsistent business hours
Financial strength	Keeping momentum for change
Gas station	No grocery store
Geographically condensed	No indoor event space
Government access	No local newspaper
Government engagement	No overnight accommodations
Government stability	No private schools in town
Green Space	No public transportation
History	Old story v new story of Tarboro
Land values	One way streets
Mixed use	Parking/signage for parking
Occupancy	Perception of being stuck in the past
People talk about safe community	Retail leakage
Proximity/Location	School scores
River/commons	Size of town
Safe	Under-utilized river front
Size	

11/28/2018

Strengths *(continued)*

Tarboro football
 Teach for America
 Traffic
 Walkable
 Tarboro Development Corporation (TDC)

Weaknesses *(continued)***Opportunities**

Abandoned, vacant properties
 Boutique hotel/event space
 Coffee, brew, food
 Creating positive image of small town living
 Expand what Town is known for (i.e. "On the Square" restaurant)
 Greater marketing overall (share great stories)
 Improve employment of local residents
 Kingsboro development (housing/support businesses, etc.)
 List available properties on Town website
 Location
 Mixed use
 More County/Town collaboration
 Perception that nothing's new
 Public parking signs
 Town billboards

Threats

Aging infrastructure
 Brain-drain - college-bound young people don't return
 Broadband - internet speeds
 Cost of building re-habilitations
 Economic threat due to market perception
 Flooding
 Lack of newspaper
 Larger nearby towns have bigger pool of corporate resources & relationships
 Location
 Old style thinking
 Online shopping/selling in town (some do/don't)
 Tarboro 27886 (opinion web space)

Economic Drivers

Agriculture
 Available land
 Carolina Intermodal Connector (CSX)
 County of Edgecombe
 County Seat
 Edgecombe Community College
 Housing growth - need additional, affordable units
 Johnston Controls
 Kanban
 Keihin Carolina Systems Technology (KCST)
 L.S. Cable/Madam Moorecraft
 Location/proximity to I-95 and US 64
 Madem-Moorecraft Reels USA

Manufacturing & Industry
 People/family
 Proximity to Kingsboro Mega Site
 QVC
 Returning native residents
 Sara Lee
 Sports complex
 St. Anne's Chapel
 Tarboro Industrial Center
 Tourism
 Town of Tarboro
 Vidant-Edgecombe Hospital
 Vidant Multi-Specialist Clinic



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: ECBOE - Princeville Elementary - Joint Use Agreement

Date: 12/10/2018

Memo Number: 18-97

A representative from Edgecombe County Public Schools will be here to request an extension to the joint use agreement to utilize Town property adjacent to Bridger's School. It has been necessary for Princeville Elementary School to occupy Bridger's School since Hurricane Mathew destroyed their school facility in October 2016. Town property has been utilized, per the joint use agreement, for supporting equipment and structures necessary for the school to maintain operations in Bridger's School.

The Edgecombe County Board of Education has plans to renovate the former home of Princeville Elementary, so that the children of this school can return to the previous location in Princeville. Barring any unknown problems, it is anticipated that complete restoration of Princeville Elementary School will be complete prior to the commencement of the 2020-2021 school year. Therefore, the Edgecombe County Board of Education is requesting that the existing Joint Use Agreement be extended until June 30, 2020.

It is recommended that Council approve the extension of the Joint Use Agreement between the Edgecombe County Board of Education and the Town of Tarboro from the current expiration of January 1, 2019 to a new expiration date of June 30, 2020.

ATTACHMENTS:

Description

Upload Date

Type

[Original ECBOE Joint Use Agreement](#)

12/5/2018

Cover Memo

[First Amendment Text](#)

12/5/2018

Cover Memo

STATE OF NORTH CAROLINA
COUNTY OF EDGECOMBE

JOINT USE AGREEMENT

THIS JOINT USE AGREEMENT ("Agreement") is made and entered into this the 17 day of October, 2016, by and between TOWN OF TARBORO, NORTH CAROLINA, a political subdivision of the State of North Carolina ("Town"), and EDGECOMBE COUNTY BOARD OF EDUCATION, a body corporate and politic of the State of North Carolina ("Board"), collectively hereinafter referred to as the "Parties."

WITNESSETH:

WHEREAS, Edgecombe County has suffered catastrophic flooding as a result of Hurricane Matthew, resulting in substantial damage to Princeville Elementary School;

WHEREAS, the Town and the Board both recognize the urgency of getting Edgecombe County Public School students back to school in safe and clean facilities as soon as possible;

WHEREAS, the Board plans to utilize property owned by the Board, known as the Bridgers Building and located at 710 Panola Street, Tarboro, NC, to temporarily house and operate Princeville Elementary School;

WHEREAS, the Town owns a parcel of real property adjacent to the Bridgers Building, located at 710 Panola Street, Tarboro, NC ("Property"), a portion of which the Town does not anticipate it will need to use during the next two years;

WHEREAS, the Town agrees to temporarily allow the Board to use the Property at no cost for the placement of structures and equipment, as more fully described below, necessary to allow the Bridgers Building to be utilized as a school facility;

WHEREAS, the Town and the Board have agreed that they will have certain rights and obligations as between each other with respect to the use of the Property; and

WHEREAS, the Town and the Board are authorized to enter into this agreement pursuant to N.C. Gen. Stat. §§ 115C-530 and 160A-274.

NOW THEREFORE, pursuant to N.C. Gen. Stat. §§ 115C-530 and 160A-274 and in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the Town and the Board agree as follows:

1. **Purpose:** The purpose of the Agreement is to establish the rights and obligations as between the Parties with respect to the use of the Property by the Board for the temporary operation of Princeville Elementary School.

2. **Property Description:** The Property is located at 710 Panola Street, Tarboro, NC, specifically identified as Edgecombe County Property Identification Number 4738-46-3498-00.

3. **Licensed Areas:** The Town hereby gives and grants to the Board permission to use areas on the Property defined as the Licensed Areas. The Licensed Areas are more fully identified on the map attached as Exhibit A.

4. **Term:** The term of this Agreement shall be for a period of one year from the date of execution of the Agreement. This Agreement may be extended for a period of up to one additional year by written agreement of the parties.

5. **Administration of Agreement:** The Superintendent and the Town Manager or their designees shall be responsible for administering and undertaking the obligations of the respective parties consistent with the terms of this Agreement.

6. **Rights and Responsibilities of the Parties:**

- a. **Construction.** The parties agree that the Board shall be permitted to construct, erect or place the following on the Licensed Areas:

- (1) Playground equipment and fencing;
- (2) A mobile kitchen unit;
- (3) Up to two mobile classroom units, including access steps / ramps;
- (4) An awning to connect the mobile classrooms to the Bridgers Building; and
- (5) Any incidental structures or equipment necessary to utilize the Licensed Areas for the purpose of this Agreement.

The Board must obtain prior written approval from the Town for any other permanent enhancements, modifications, renovations, or new construction on the Licensed Areas, to include approval of the general appearance and location.

- b. Operating Costs. The Board shall pay all of its own costs incurred in the use of the Licensed Areas for public school purposes during the term of this Agreement, including the costs of any improvements required to utilize the Licensed Areas, unless otherwise agreed by the parties.
- c. Appearance. The Town Manager, in consultation with the Superintendent or designee, must approve the appearance and location of any mobile unit(s) or other temporary or permanent structures to be placed on the Licensed Areas pursuant to paragraph 5(a) above.
- d. Housekeeping and Routine/Preventive Maintenance. The Board shall be responsible for all routine maintenance and general upkeep on the Licensed Areas during the term of this Agreement, including mowing, landscaping, removing trash and debris, maintaining the mobile units and other structures in good condition, etc.

- e. Access to the Licensed Areas. The parties understand and agree that at all times during the term of the Agreement, the Licensed Areas will be used by the Board for public school purposes. The Town may access the Licensed Areas during the term of this Agreement only as agreed by the Superintendent and the Town Manager or their designees.
 - f. Utilities. Utilities necessary for the use and operation of the Licensed Areas during the term of the Agreement shall be the responsibility of the Board.
 - g. Insurance. The Board is responsible for insuring its own structures, equipment and personal property located on the Licensed Areas.
 - h. Responsibilities at Termination. The Board shall be responsible for removing all structures, mobile units, equipment and personal property from the Licensed Areas at the termination of this Agreement. Upon Termination, the Board shall return the Licensed Areas in the same or better condition as found at the outset of this Agreement, except for any permanent construction previously approved by the Town.
7. **Liability.** The Board agrees that the Town does not incur any liability to the Board for permitting the use of the Licensed Areas pursuant to this Agreement. No liability shall attach to the Town for any injury suffered by reason of the Board's use or maintenance of the Licensed Areas pursuant to this Agreement. The Board shall indemnify, protect, and hold harmless the Town, its agents, and employees from and against claims or damages, including attorney's fees, caused by the negligence or intentional wrongdoing of the Board, its agents, contractors, or employees.

No liability shall attach to the Board or its members, individually or collectively, for any injury suffered by reason of any Town use or maintenance of the Property or any Town use or maintenance of the Licensed Areas pursuant to this Agreement. The Town shall indemnify, protect, and hold harmless the Board, its agents, and employees from and against claims or damages, including attorney's fees, caused by the negligence or intentional wrongdoing of the Town its agents, contractors, or employees.

8. **Use of School Facilities:** The Town agrees that the Board may authorize the use of the Licensed Areas to the extent permitted by N.C. Gen. Stat. §115C-524 and Board policy 5030 for all other school facilities.
9. **Amendment:** This Agreement may not be amended or modified without the mutual written consent of both parties.
10. **Termination:** This Agreement terminates only upon completion of the term or upon the joint agreement of the parties in writing.

11. Miscellaneous

- a. Severability of Provisions. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.
- b. Notices. All notices, requests, approvals, or consents required to be given hereunder shall be in writing and hand-delivered or sent by certified mail, return receipt requested, postage prepaid, and addressed as follows.

If to the Town: Town of Tarboro
500 Main Street
PO Box 220
Tarboro, NC 27886-0221
Attention: Town Manager

If to the Board: Edgecombe County Board of Education
2311 North Main Street
Tarboro, NC 27886
Attention: Superintendent

- c. Governing Law. This Agreement and its terms and conditions shall be governed by the law of the State of North Carolina.
- d. Waiver. No failure on the part of the Parties to exercise, and no delay in exercising, any right, and no failure on their part to insist upon strict performance of any term or provision hereof, shall operate as a waiver of any of the Parties' rights hereunder, nor shall any single or partial exercise by the Parties of any right preclude any other or future exercise thereof or the exercise of any other right. No waiver by the parties of any condition or event of default shall constitute a waiver of any subsequent condition or event of default.
- e. Non-Assignment. Board may not assign this Agreement. Board may use the Licensed Areas only as provided in this Agreement.
- f. Entire Agreement. This document constitutes the entire agreement between the parties. To the extent that there is any conflict between the terms of this Agreement and any prior understanding or agreement between the parties, the terms of this Agreement shall control.

IN WITNESS WHEREOF, the Edgecombe County Board of Education has caused this Agreement to be signed by its Chair, attested by its Secretary, and sealed with its corporate seal, and the Town has caused this Agreement to be signed by its Town Manager, attested to by the Town Clerk, and sealed with its seal, by order of the respective governing board duly given the day and year first written above.

[Remainder of Page Intentionally Blank. Signature Page Follows.]



**EDGECOMBE COUNTY
BOARD OF EDUCATION**

John D. Farrelly
John D. Farrelly
Superintendent and Secretary

Evelyn S. Wilson
Evelyn S. Wilson, Chair

Date: 10/17/14

This instrument has been pre-audited in the manner required by the School Budget and Fiscal Control Act.



Karrie L. Henry
Finance Officer

**TOWN OF TARBORO,
NORTH CAROLINA**

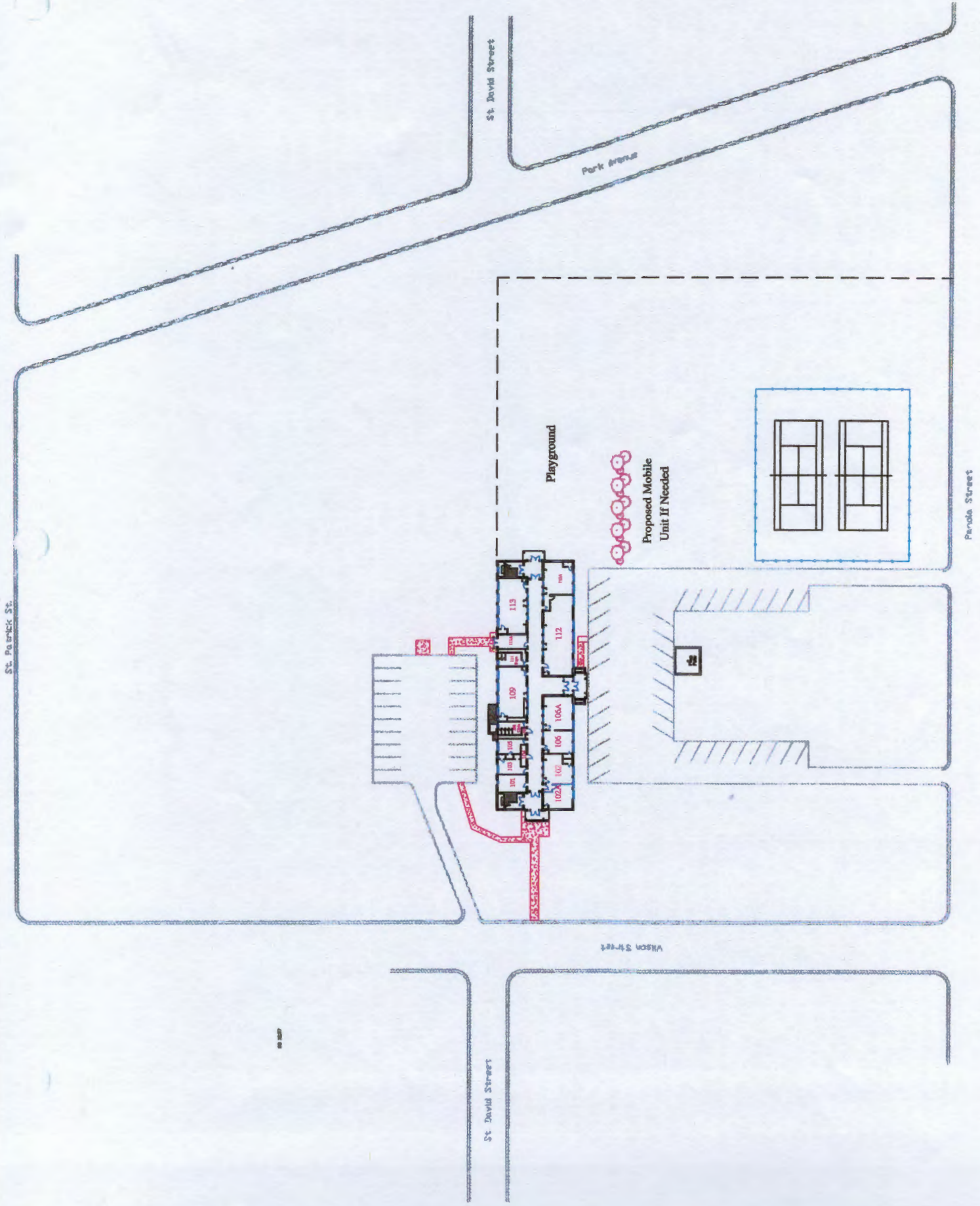
Lisa L. Luford
Clerk

Troy R. Lewis
Troy R. Lewis, Town Manager

Date: October 17, 14

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Anne Y. Mann
Finance Officer



St. Patrick St.

St. David Street

Park Avenue

Playground

Proposed Mobile Unit If Needed

Parola Street

Wilson Street

St. David Street

NORTH CAROLINA)
)
EDGECOMBE COUNTY)

FIRST AMENDMENT TO
JOINT USE AGREEMENT

THIS FIRST AMENDMENT TO JOINT USE AGREEMENT ("First Amendment") is made and entered into this 13th day of November, 2017, by and between TOWN OF TARBORO, NORTH CAROLINA, a political subdivision of the State of North Carolina ("Town"), and EDGECOMBE COUNTY BOARD OF EDUCATION, a body corporate and politic of the State of North Carolina ("Board"), collectively hereinafter referred to as the "Parties."

WHEREAS, the Parties entered into that certain Joint Use Agreement (the "Agreement") dated the 17 day of October, 2016, pertaining to the Board's use of certain Town property located at 710 Panola Street, Tarboro, NC; and

WHEREAS, the Parties wish to amend said Agreement and have agreed to do so for the continuation of the purposes and mutual benefits therein expressed.

NOW THEREFORE, the Parties hereby agree and do amend the Agreement at page 2, item number 4. Term as follows: **the term of the Agreement shall be effective until January 1, 2019.**

All other terms and conditions of the Agreement not specifically amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the Town has caused this First Amendment to be signed by its Town Mayor or Manager, attested by to by the Town Clerk, and sealed with its corporate seal, and the Board has caused this First Amendment to be signed by its Chair, attested by its Superintendent and Secretary, and sealed with its corporate seal, all by order and authority of the respective governing boards duly given the day and year first above written.

TOWN OF TARBORO:

[SEAL]

Troy R. Lewis, Town Manager

ATTEST: _____
Leslie Lunsford, Town Clerk

EDGECOMBE COUNTY BOARD OF EDUCATION:

[SEAL]

Evelyn S. Wilson, Chair

ATTEST: _____
Dr. Valerie Bridges,
Superintendent and Secretary



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Offer to Purchase - 509 Trade Street

Date: 12/10/2018

Memo Number: 18-98

During the November meeting, an Offer to Purchase 509 Trade Street from Steve Gilbert in the amount of \$10,000 was discussed and tabled by Council.

An Offer to Purchase was submitted on November 29th, 2018 by the Edgecombe County Veterans' Military Museum in the amount of \$12,000.

It would be appropriate for Council to take action on Mr. Gilbert's offer prior to reviewing further offers.

ATTACHMENTS:

Description

[Offer to Purchase](#)

Upload Date

12/4/2018

Type

Exhibit

OFFER TO PURCHASE AND CONTRACT

ECU mm, as Buyer, hereby offers to purchase and the Town of Tarboro as Seller, pursuant to Article 12 of Chapter 160A of the General Statutes of North Carolina, upon acceptance of said offer, agrees to sell and convey, all of the plot, piece or parcel of land described below:

1. Real property: Located in the Town of Tarboro, County of Edgecombe, State of North Carolina being known as and more particularly described as:

Street address: 509 TRADE ST Zip: 27886

As surveyed by: _____ on _____
See attached survey.

2. Purchase price: The purchase price is \$ 12,000⁰⁰ and shall be paid as follows:

\$ 600⁰⁰ Deposit of Five percent (5%) of the purchase price paid by cash, bank certified or personal check with the delivery of this offer.

\$ 11,400⁰⁰ The balance of the purchase price to be paid at closing.

3. In the event this offer is not accepted or in the event of a breach of this contract by the Seller, then the 5% deposit will be returned to the Buyer. However, in the event this offer is accepted and the Buyer breaches this contract, then the 5% deposit shall be forfeited.

Date of Offer: 11/29/2018 Date of Acceptance: _____

Buyer: [Signature] Seller: _____

Buyer: Willis E. Cobb Seller: _____



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Petition for Annexation of Contiguous Property

Date: 12/10/2018

Memo Number: 18-99

A petition requesting annexation of an area described in the attached petition was received on November 16th by the Town of Tarboro by Edgecombe Entrepreneur Organization.

The Town Clerk has investigated the sufficiency of the petition for annexation of property contiguous to the Tarboro Town limits submitted. The Town Clerk has certified the sufficiency of the petition and the Certificate of Sufficiency is attached for review.

It is recommended that Council adopt the attached Resolution calling for a Public Hearing on the proposed annexation to be held at 7:00 pm on January 14, 2018.

ATTACHMENTS:

Description	Upload Date	Type
Petition for Annexation Wilson Street	12/5/2018	Exhibit
Petition for Annexation Submitted Map Wilson Street	12/5/2018	Exhibit
Petition for Annexation Wilson Street Resolution	12/5/2018	Exhibit
Petition for Annexation Wilson Street Certificate	12/5/2018	Exhibit

TOWN OF TARBORO

PETITION FOR ANNEXATION OF CONTIGUOUS PROPERTY

TO THE TOWN COUNCIL OF THE TOWN OF TARBORO:

1) THE UNDERSIGNED, BEING THE OWNER OF ALL REAL PROPERTY LOCATED WITHIN THE AREA DESCRIBED IN PARAGRAPH #2 BELOW, REQUESTS THAT SUCH AREA BE ANNEXED TO THE TOWN OF TARBORO, NORTH CAROLINA.

2) THE AREA TO BE ANNEXED IS CONTIGUOUS TO THE TOWN OF TARBORO, AND IS LOCATED AT West Wilson St AND TAX MAP REFERENCED 4728-50-6548. THE BOUNDARIES OF SUCH TERRITORY ARE AS SHOWN ON THE METES AND BOUNDS DESCRIPTION ATTACHED HERETO.

3) A MAP (NO LARGER THAN 18" X 24") OF THE FOREGOING PROPERTY, SHOWING ITS RELATIONSHIP TO THE EXISTING CORPORATE LIMITS OF THE TOWN, IS ALSO ATTACHED HERETO.

4) THE TOTAL ACREAGE AND DWELLING UNITS LOCATED ON THIS PROPERTY ARE AS FOLLOWS:

20.667 ACRES 0 DWELLING UNITS

RESPECTFULLY SUBMITTED THIS 16 DAY OF November, 2018.

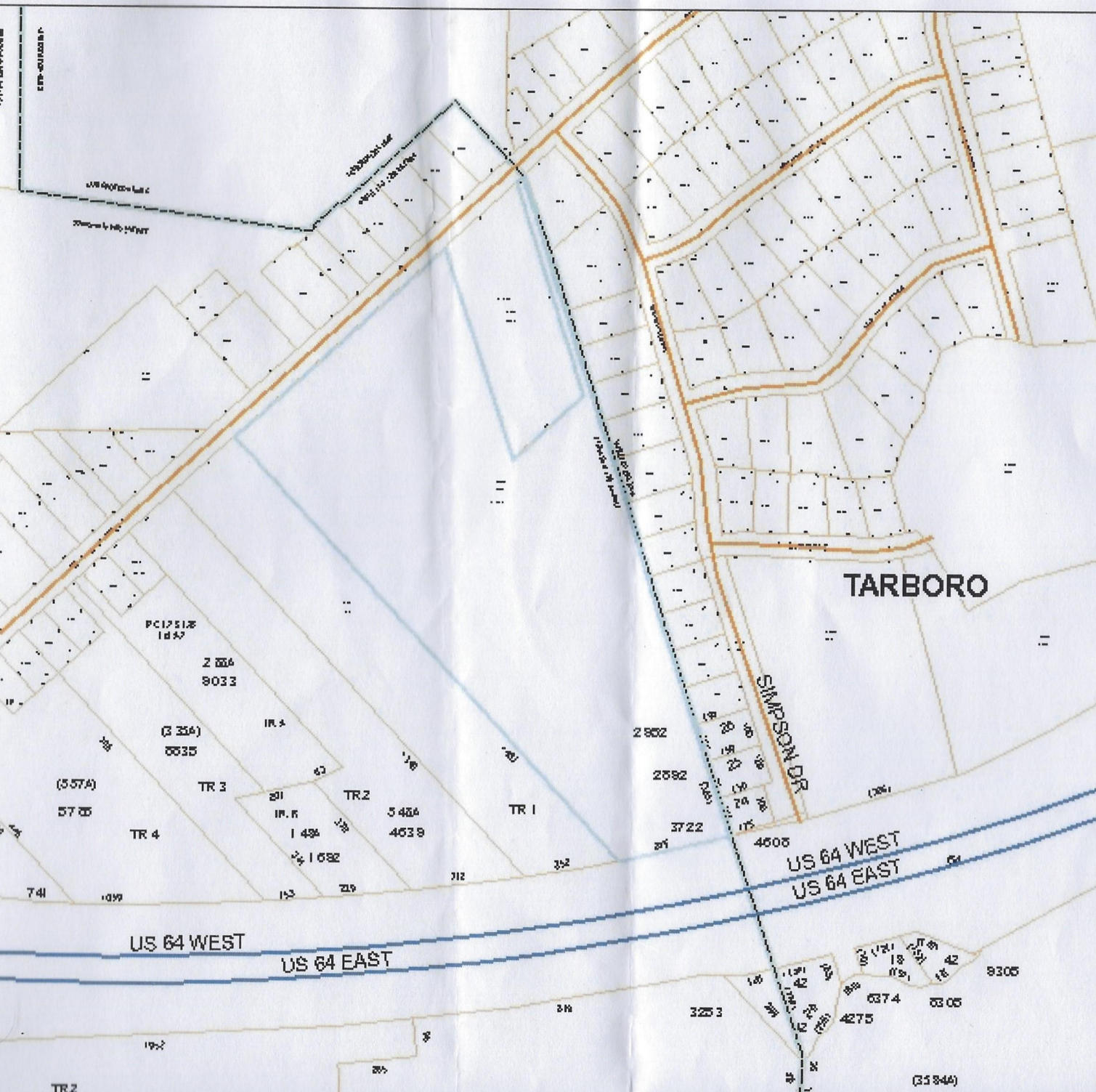
NAME:	<u>Edgecombe Entrepreneur Org.</u>
ADDRESS:	<u>P.O. Box 53, Tarboro NC 27886</u>
OWNER/PRESIDENT:	<u>Leslie W. Knight</u>

ATTEST: Mason W. Lorum SECRETARY

I, Leslie Lunsford, Town Clerk of the Town of Tarboro, do hereby certify that the sufficiency of the above-reference petition has been checked and found to be in compliance with G.S. 160A-31.

This the 5th day of December, 2018.

TOWN CLERK: Leslie Lunsford



PIN: 472850656800
OWNER: EDGECOMBE ENTREPRENEURS R
ADDRESS: P O BOX 53
CITY: TARBORO
STATE: NC
ZIP: 27886
LOCATION: W WILSON ST

PROPERTY DESCRIPTION:
TR 1A EDGECOMBE ENTREPRENEURS R

DEED DATE: 10/6/2003

SALE PRICE: \$0

DEED LOC: 1379/0022

ACCOUNT: 129239

ACREAGE:

LAND VALUE: \$154,950

BLDG VAL: \$0

NET VALUE: \$154,950

DEFERRED: \$0

SUBDIVISION:

TAX CODES: F06

ZONING: RA12



RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-58.2

WHEREAS, a petition requesting annexation of the contiguous area described herein has been received; and

WHEREAS, the Town Council of Tarboro has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Tarboro, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held at the Town Hall of the Town of Tarboro at 7:00 p.m., on Monday, January 14, 2018.

Section 2. The area proposed for annexation is described as follows:

That certain tract or parcel of land lying in No. 1 Township, Edgecombe County, North Carolina on the south side of West Wilson Street and being more particularly described as follows:

Adjoining the lands of the late Fred Phillips (Poor House Tract), A. M. Fairley, and others, beginning at a large gum on a branch, corner of the piece of land conveyed by said parties of the first part to H. H. King, thence N. 14 degrees 20' W. 37 chains along the line of said Fred Philips to Tarboro and Wilson road; thence along said road S. 49 degrees, 45' W 15.96 chains to the corner of the said King, thence S. 39 degrees 45' E. along the dividing line of said Wimberly and King 33.25 chains to the beginning, containing 26-2/3 acres, more or less; being the Northern one-half of the Gaithers Place, conveyed to said Wimberly and King by Jas. Pender and wife, Sallie, by deed recorded in D. B. 99 page 484 and later divided by said King and said Wimberly by deeds recorded in Book 148, pages 138 and 147, Edgecombe Registry.

Tax Parcel No.: 4728-50-6568

Section 3. Notice of the public hearing shall be published once in the Daily Southerner, a newspaper having general circulation in the Town of Tarboro, at least ten (10) days prior to the date of the public hearing.

Mayor

ATTEST

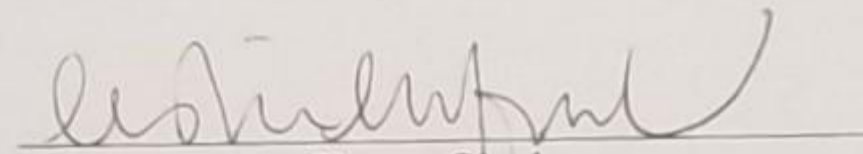
Clerk

CERTIFICATE OF SUFFICIENCY

To the Council of the Town of Tarboro, North Carolina:

I, Leslie Lunsford, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Tarboro, this 5th day of December, 2018.



Town Clerk



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Historic District Commission

Date: 12/10/2018

Memo Number: 18-100

Shannon Wilson has relocated to South Carolina and can no longer serve on the Historic District Commission.

Brenda Ridgeway is interested in serving and her application is attached.

It is recommended that Council be prepared to appoint an individual to fill the vacated position at the December meeting.

ATTACHMENTS:

Description

[Historic Board Application](#)

Upload Date

12/3/2018

Type

Backup Material



Town of Tarboro

Application for Boards and Commissions

Name: BRENDA Eagles Ridgway Daytime Telephone: 252-883-2161

Address: 1009 St. Andrew St. Tarboro

Email: bridgeway1113@icloud.com Length of Residence in Tarboro: all my life

Please indicate two boards, commissions, or committees on which you would like to serve:

1. Historic
2. Historic

Why would you like to serve?

I live in the Historic district & want to continue to help keep it beautiful

Describe how your education, experience, and community activities are relevant to your selections:

My degree was ART / art history, I remodeled a 1927 Sears home. I love this idea of preserving our history of this town & preserving our old homes & buildings

Community Activities:

I work full time in this community & until now I haven't had time to volunteer. I am a member of HMPC

Employment History:

In Tarboro - Manage Georgetown Apartments for the past 17 years
Texas - did Interior Design work for 15 years

Education:

High School + College Education

Submit Application by Mail to: Town of Tarboro or Fax to: (252) 641-4254

Attn: Town Manager

P.O. Box 220

Tarboro, NC 27886

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Feel free to attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Planning Board

Date: 12/10/2018

Memo Number: 18-101

The vacancy in Ward 7 was tabled at the last Council meeting due to the fact that there were no applications to fill this vacancy.

Elbert Ray Dickens is interested in serving and his application is attached.

It is recommended that Council be prepared to appoint an individual to fill the expired term at the December Council meeting.

ATTACHMENTS:

Description

[Planning Board Application](#)

Upload Date

12/3/2018

Type

Backup Material



Town of Tarboro

Application for Boards and Commissions

Name: Elbert Ray Dickens Daytime Telephone: 252-469-8015
Address: 1013 Panola Street, Tarboro, NC 27886
Email: elrdickens@suddenlink.net Length of Residence in Tarboro: 23 yrs.

Please indicate two boards, commissions, or committees on which you would like to serve:

1. Planning Bd 2. _____

Why would you like to serve?

Serving on the Planning Board would be an excellent opportunity to ~~broaden my~~ learn and enhance the quality of the town's infrastructure for Tarboro's citizens.

Describe how your education, experience, and community activities are relevant to your selections:

Served on the Planning Board for the Town of Princeville.

Community Activities:

Employment History:

Carolina Telephone/Sprint - 37 years

Education:

South Edgecombe High School - 1977

Submit Application by Mail to: Town of Tarboro or Fax to: (252) 641-4254
Attn: Town Manager
P.O. Box 220
Tarboro, NC 27886

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Feel free to attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Appointment - Citizens Advisory Recreation Committee

Date: 12/10/2018

Memo Number: 18-102

The following vacant wards were tabled at the last council meeting due to the fact there were no applications to serve on the board:

Ward 4
Ward 5
Ward 7
At Large

Al Braxton is interested in serving as the At Large member and his application is attached.

We have also received an application from Mears Pitt to serve in Ward 5 and his application is attached.

It is recommended that Council be prepared to appoint (4) four individuals to fill the vacancies at the December Council meeting.

ATTACHMENTS:

Description	Upload Date	Type
At Large Citizens Advisory Application	12/3/2018	Backup Material
Ward 5 Citizens Advisory Application	12/5/2018	Backup Material



Town of Tarboro Application for Boards and Commissions

Please print or type the following information:

Name: Alfred S. Branton Jr. (AI) Daytime Telephone: 252-904-8213
Address: 2406 Deania Ave. Tarboro, NC Zip Code: 27886
Email: al34ti1207@gmail.com
Length of Residence in Tarboro: 29 years

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. Citizens Advisory Recreation Committee 2. _____

Why would you like to serve? I want our town to promote a healthy lifestyle for its citizens. This starts with recreation and this committee is a driving force in pursuing activities that will benefit our youth and adult population.

Please describe how your education, work experience, and community activities are relevant to your selections: _____

During my years with the police dept. I was active as a coach and parent, and participant in our recreational activities. I am also a State certified physical fitness instructor, and the

Community Activities: _____

Employment History: Retired (Town of Tarboro Police Dept.)

Currently employed-NC Farm Bureau

Education: B.S. Criminal Justice Administration

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: _____

No

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: [Signature] Date: 11/14/18

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro
Attn: Town Manager
P.O. Box 220
Tarboro, NC 27886
or Fax to: 252-641-4254



Town of Tarboro

Application for Boards and Commissions

Please print or type the following information:

Name: Mears Pitt Daytime Telephone: 252-823-7011
Address: 800 Saint Patrick St. Tarboro, NC Zip Code: 27886
Email: MearsPitt100@yahoo.com
Length of Residence in Tarboro: 45 years

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. Recreation Advisory Board 2. _____

Why would you like to serve? I would like to start taking an active role
in helping Tarboro in anyway I can.

Please describe how your education, work experience, and community activities are relevant to your selections: I am
familiar with the recreation department and how it runs.

Community Activities: Active in several local clubs in Tarboro.

Employment History: 20 years at Ace Hardware

Education: graduated from Virginia Episcopal School and attended Appalachian
State University

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: no

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Mears Pitt Date: 12-5-18

All information contained on this application is subject to public disclosure and will be reviewed by public officials. **Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.**

Submit Application by Mail to: Town of Tarboro
Attn: Town Manager
P.O. Box 220
Tarboro, NC 27886

or Fax to: 252-641-4254



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Tax Collector's Report

Date: 12/10/2018

Memo Number:

ATTACHMENTS:

Description

[Tax Collector's Report](#)

Upload Date

12/4/2018

Type

Cover Memo

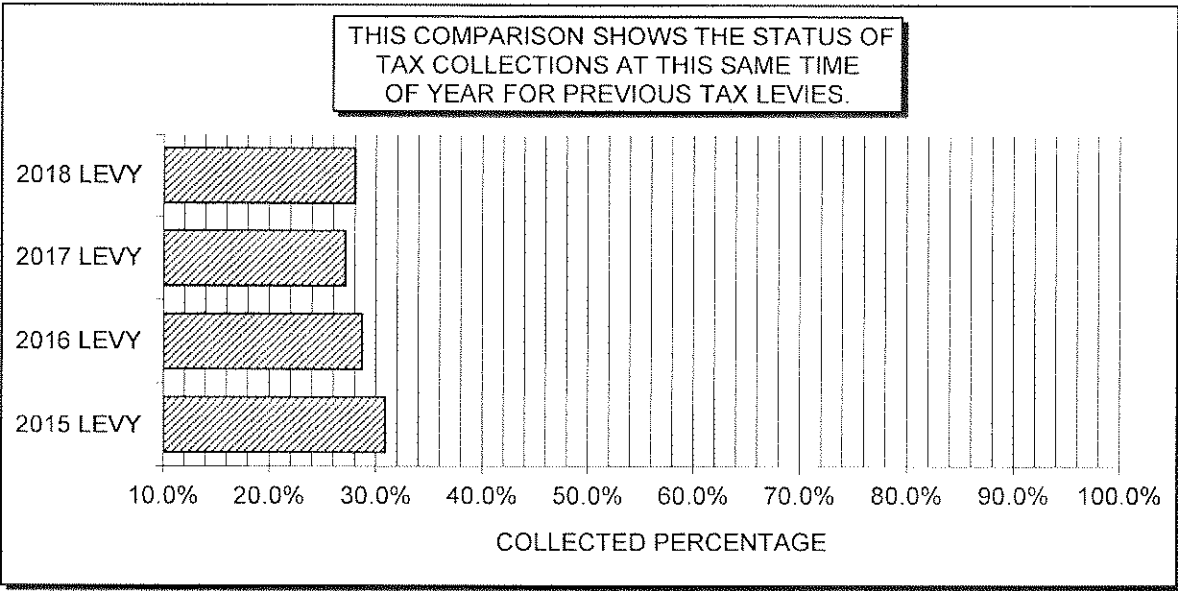
TOWN OF TARBORO, NORTH CAROLINA

TAX COLLECTOR'S REPORT

For the Year Ended November 30, 2018

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2018	3,258,043.84	364,009.55	912,132.54	2,345,911.30	28.00%
2017	86,029.55	3,843.94	27,674.46	58,355.09	98.19%
2016	40,991.85	95.14	5,527.31	35,464.54	98.92%
2015	31,024.16	256.58	2,963.84	28,060.32	99.16%
2014	22,214.61	1,057.01	2,096.16	20,118.45	99.41%
2013	16,192.40	354.72	1,520.84	14,671.56	99.58%
2012	27,224.76	429.86	1,852.07	25,372.69	99.29%
2011	13,365.00	40.82	878.43	12,486.57	99.65%
2010	18,080.88	23.84	288.85	17,792.03	99.45%
2009	8,881.55	200.67	422.38	8,459.17	99.73%
Prior	16,259.69	96.40	750.07	15,509.62	-
Subtotal	3,538,308.29	370,408.53	956,106.95	2,582,201.34	
		2,084.28	9,887.62	<== Interest on Taxes	
Net Tax Collections ==>		372,492.81	965,994.57		
		0.00	0.00	<== Privilege Licenses	
		0.00	0.00	<== Electronic Gaming	
		0.00	0.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		372,492.81	965,994.57		

prepared by: *Leslie M. Lunsford, Collector of Revenue*





***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Update on East Tarboro Canal Easement

Date: 12/10/2018

Memo Number:



***Town of Tarboro, North Carolina
Mayor and Council Communication***

Subject: Councilman Taylor - League Advocacy Meeting Update

Date: 12/10/2018

Memo Number:
