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**AGENDA**  
**TOWN COUNCIL OF THE TOWN OF TARBORO, NC**  
**REGULAR MEETING HELD AT 7:00 PM, MONDAY, MAY 8, 2023**  
**IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC**

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**1. MEETING CALLED TO ORDER BY THE MAYOR**

**PLEASE TURN CELL PHONES OFF**

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

**5. REQUESTS AND PETITIONS OF CITIZENS**

(Five minute time limit per person)

**6. MATTERS SCHEDULED FOR PUBLIC HEARING**

A public hearing will be held on the assessment for demolition cost of \$13,066.45 for the structure located at 208 Shirley Street.

A public hearing will be held on the assessment for demolition cost of \$18,851.52 for the structure located at 614 Martin Luther King Jr Drive.

**7. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

- (1) Approve minutes of the April 10, 2023 regular meeting.
- (2) Tax Collector's Report
- (3) Budget Transfers
- (4) 2019 Tax Levy Adjustment
- (5) 2020 Tax Levy Adjustment
- (6) 2021 Tax Levy Adjustment
- (7) 2022 Tax Levy Adjustment

**Action Items**

- (8) Budget Amendment - Cambridge Commons Phase II
- (9) Budget Amendment - Economic Development Incentive
- (10) Budget Amendment - ILSC Digital Message Board
- (11) Budget Amendment - NC Department of Commerce Grants

**8. OTHER REPORTS**

A. Town Manager

- (1) Budget Workshop Dates

B. Town Attorney

C. Council Members

**9. CLOSED SESSION**

(1) Closed Session as per NCGS § 143-318.11(a)(4)

**10. ADJOURNMENT**

**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 208 Shirley 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 208 Shirley Street, in the Town of Tarboro, North Carolina, and specifically identified as parcel no. 4738-02-7239-00 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:

\$13,066.45 for demolition of house at 208 Shirley 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 \_\_\_\_\_, 2023 the notice required by Chapter 160A, Section 229 of the General Statutes of the State of North Carolina.

Adopted this the 8<sup>th</sup> day of May, 2023.

**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 614 Martin Luther King Jr. Drive; 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 614 Martin Luther King Jr. Drive, in the Town of Tarboro, North Carolina, and specifically identified as parcel no. 4738-47-8672-00 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:

\$18,851.52 for demolition of house at 614 Martin Luther King Jr. Drive

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 \_\_\_\_\_, 2023 the notice required by Chapter 160A, Section 229 of the General Statutes of the State of North Carolina.

Adopted this the 8<sup>th</sup> day of May, 2023.

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE  
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, APRIL 10, 2023 IN THE  
COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

Mayor Mayo  
Councilman Woodard  
Councilman Taylor  
Councilman Burnette  
Councilman Brown  
Councilman Jenkins  
Councilmember Jordan  
Councilmember Bynum  
Councilman Braxton

**MEMBERS ABSENT**

**ALSO PRESENT**

Troy Lewis, Town Manager  
Kim Whitehead, Assistant Town Clerk  
Chad Hinton, Town Attorney

**1. MEETING CALLED TO ORDER BY THE MAYOR**

**2. INVOCATION**

Councilman Taylor.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

Agenda approved as presented.

Steve Burnette made a motion, which was seconded by Deborah Jordan and Passed,  
Motion.

**5. PRESENTATION BY COUNCIL**

**(1) Autism Awareness Month Proclamation**

Mayor Mayo presented a Proclamation declaring April 2023 as National Autism Awareness Month in the Town of Tarboro and urged all residents to better understand the subject of autism spectrum disorders. The proclamation was presented to Samaari Council and parents Edwin and Kimberly Nimmons.

**(2) Arbor Day Proclamation**

Mayor Mayo presented a Proclamation declaring April 28, 2023 as National Arbor Day in the Town of Tarboro. All citizens are urged to support efforts to protect our trees and

woodlands.

(3) National Day of Prayer Proclamation

Mayor Mayo presented a Proclamation declaring May 4, 2023 as a Day of Prayer throughout the Town of Tarboro.

**6. REQUESTS AND PETITIONS OF CITIZENS**

Gwenda Moore, 300 N Main Street - requested a letter written by the Town officials endorsing the sell of her commercial property on Market Center Drive. She also asked if traffic concerns would be addressed, Troy stated that NC DOT was looking for ways to resolve the issues.

**7. MATTERS SCHEDULED FOR PUBLIC HEARING**

Proposed Golf Cart Operation Ordinance - A public hearing will be held to receive public input on the merits of establishing an ordinance for golf cart operation within the city limits of Tarboro and the inclusion of any additional restrictions that would make the ordinance safe as possible.

The Mayor declared the public hearing open.

Troy Lewis, Town Manager, provided background information. Felicia Roebuck, Richard Roebuck, Ray Jones, Liam Gilroy, Lance Cherry and Bryan Mayo spoke in favor of the proposed Golf Cart Operation Ordinance. Lewis Ridgeway expressed concerns about the proposed ordinance.

The Mayor declared the public hearing closed.

Councilman Braxton suggested the ordinance be amended to increase the speed limit from 25 mph to 35 mph and reduce the fee from \$150.00 to less than \$100.00.

Council adopted ordinance 23-03 as originally presented.

**ORDINANCE 23-03**

**AN ORDINANCE AMENDING CHAPTER 19, ARTICLE II OF THE TARBORO  
CODE OF ORDINANCES**

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

**8. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

Consent Items approved as presented.

Steve Burnette made a motion, which was seconded by Deborah Jordan and Passed,

Motion.

- (1) Approve minutes of the March 13, 2023 regular meeting
- (2) Approve minutes of the Council Retreat
- (3) Budget Transfers
- (4) Tax Collector's Report
- (5) 2022 Tax Levy Adjustment

**Action Items**

**(6) Report of Unpaid Taxes, Liens on Real Property and Tax Lien Advertising**

Council approved the report of the Tax Collector on unpaid 2022 taxes that are liens on real property and ordered the Tax Collector to advertise 2022 taxes that are liens on real property one (1) time as soon as all statutory requirements can be met.

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

**(7) Budget Amendment - HVAC Unit**

Council approved the HVAC Unit budget amendment.

Steve Burnette made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

**(8) Budget Amendment - Rural Transformation Grant**

Council adopted the Budget Resolution for the \$875,000 in Rural Transformation Grant Funds from the NC Department of Commerce.

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

**(9) Award Contract - Auditing Services**

Councilman Braxton made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the new LGC guidelines for the 2022 audit.

Council also awarded the audit contract for the fiscal year 2022-2023 to Joyce and Company, CPAs at the proposed cost of \$36,500, with the understanding that contracts for future years may be subject to negotiation and require future Council approval.

Alfred Braxton made a motion, which was seconded by Othar Woodard and Passed, Motion.

**(10) Resolution - Conveyance of Fixed Asset**

Council approved a resolution declaring the 1986 fire engine surplus and conveying the same to Edgecombe Community College for no consideration.

Alfred Braxton made a motion, which was seconded by Deborah Jordan and Passed, Motion.

**(11) Traffic Schedule Changes**

Council executed the Municipal Ordinance Certificates to correct speed limit inaccuracies as requested by NCDOT and adopted the resolution amending the Traffic Schedule.

Alfred Braxton made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

**(12) ICMA -Economic Mobility and Opportunity Cohort**

Council agreed for Tarboro to participate in the Economic Mobility and Opportunity Cohort program and authorized the Town Manager to execute documents related to the same.

Othar Woodard made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

**(13) Special Event - Tarboro-Edgecombe Juneteenth Celebration**

Council agreed to co-sponsor the Tarboro- Edgecombe Juneteenth Celebration and adopted Ordinance 23-02 declaring the closure of North Main Street (NC 33) between Pitt Street and St. John Street.

Ordinance 23-02

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE  
INAUGURAL TARBORO-EDGECOMBE JUNETEENTH CELEBRATION**

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

**(14) Special Event - Hispanic Heritage Festival**

Council agreed to co-sponsor the Hispanic Heritage Festival scheduled for September 16, 2023 from 1:00pm to 6:00pm on the Tarboro Town Common by providing in-kind services and equipment.

Sabrina Bynum made a motion, which was seconded by Alfred Braxton and Passed, Motion.

**(15) Minimum Housing Code Enforcement - 614 Martin Luther King Jr. Drive - File No. 22-02**

Council called for and will hold a public hearing on the assessment for demolition cost of \$18,851.52 for the structure located at 614 Martin Luther King Jr Drive at the May 8, 2023 Council meeting.

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

**(16) Minimum Housing Code Enforcement - 208 Shirley Street - File No. 21-01**

Council called for and will hold a public hearing on the assessment for demolition cost of \$13,066.45 for the structure located at 208 Shirley Street at the May 8, 2023 Council meeting.

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

**9. OTHER REPORTS**

**A. Town Manager**



The Town Manager acknowledged Monday, April 10 as Line Worker Appreciation Day and April 9-15 as Public Safety Telecommunicator Week. He also invited Council to the Key Accounts luncheon on May 3, 2023 at Cotton Valley Golf Course, 11:30am-12:45pm with golf at 1:00pm. Councilmembers should RSVP to Troy Lewis or Tina Parker if interested.

B. Town Attorney

The Town Attorney recently attended the Spring Municipal Attorneys conference at UNC School of Government, focusing on case laws.

C. Council Members

Councilman Woodard - requested an update on the revitalization for downtown store fronts.

Councilman Taylor - also wanted an update on the revitalization for downtown store fronts.

Councilman Burnette - none.

Councilman Brown - thanked lineman for their services.

Councilman Jenkins - spoke about a past golf cart incident, leading him to vote against the ordinance presented earlier in the meeting.

Councilmember Jordan - stated that she supported the current state guidelines for golf carts and asked if any housing developers were looking into building affordable homes in this area.

Councilmember Jordan also stated that there would be a Special Olympics held in Tarboro this year. Travis Stigge stated that it will be held on May 5, 2023 at Tarboro High School with a rain date of May 17, 2023. To register or volunteer, reach out to Thomas Perkins.

Councilmember Bynum - asked for information on the ETJ (extraterritorial jurisdiction) bill that was recently passed by the Senate. She also stated that she was excited about the golf cart ordinance and asked that citizens be on the look out.

Councilman Braxton - thanked line workers and telecommunicators for their service.

## **10. ADJOURNMENT**

Meeting adjourned.

Alfred Braxton made a motion, which was seconded by Deborah Jordan and Passed, Motion.

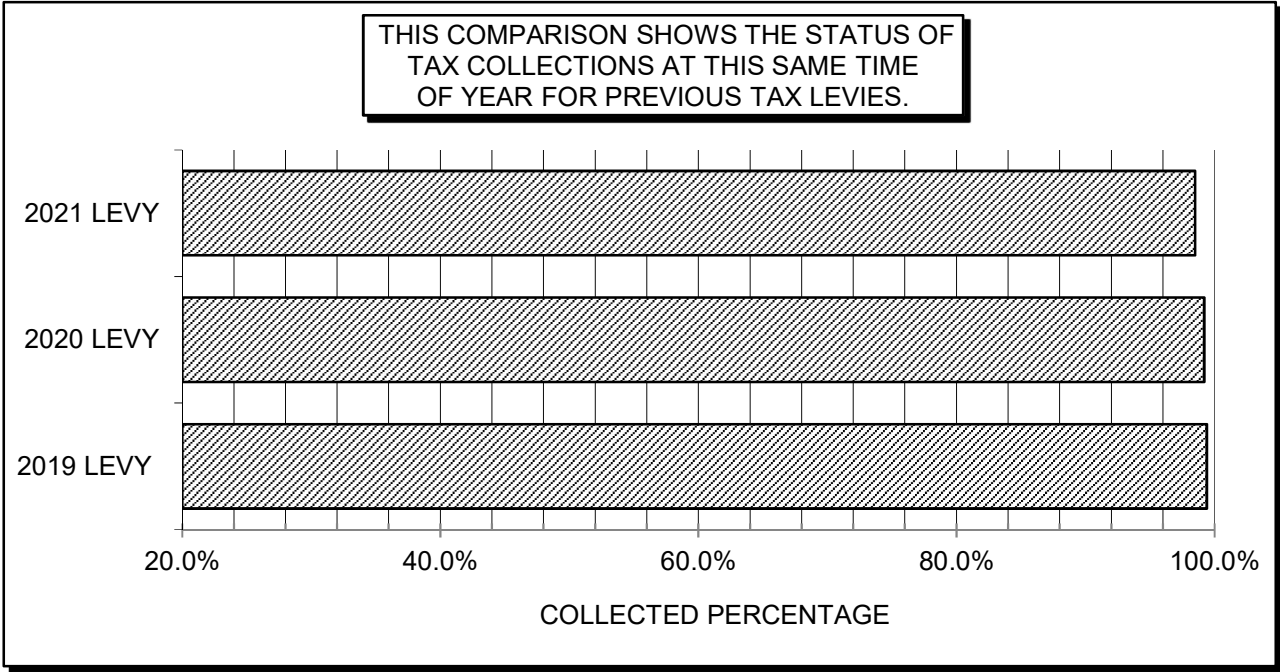
# TOWN OF TARBORO, NORTH CAROLINA

## TAX COLLECTOR'S REPORT

### For the Year Ended April 30, 2023

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2022	3,492,157.84	46,964.63	3,333,582.34	158,575.50	95.46%
2021	3,331,503.65	12,558.61	3,230,805.39	100,698.26	98.82%
2020	93,955.89	2,101.14	57,760.41	36,195.48	98.91%
2019	107,185.89	471.24	82,874.11	24,311.78	99.25%
2018	53,197.48	0.00	37,816.99	15,380.49	99.53%
2017	23,861.41	0.00	11,263.29	12,598.12	99.61%
2016	19,318.84	0.00	6,708.05	12,610.79	99.62%
2015	15,540.44	83.50	5,431.19	10,109.25	99.70%
2014	12,033.85	0.00	4,032.28	8,001.57	99.76%
2013	9,279.68	0.00	1,881.03	7,398.65	99.79%
2012	7,909.33	31.55	1,412.22	6,497.11	99.82%
Prior	15,881.61	0.00	1,609.26	14,272.35	-
Subtotal	7,181,825.91	62,210.67	6,775,176.56	406,649.35	
		4,100.92	25,715.98	<== Interest on Taxes	
Net Tax Collections ==>		66,311.59	6,800,892.54		
		340.00	340.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		66,651.59	6,801,232.54		

*prepared by: Leslie M. Lunsford, Collector of Revenue*



**To:** Troy Lewis, Town Manager

**From:** Anne Mann, Finance Director

**Date:** May 2, 2023

**Re:** Reallocation of Departmental Appropriations



In accordance with Section 8 of the FY 2022-2023 Budget Ordinance of the Town of Tarboro, in your capacity as the Budget Officer, you have approved certain reallocations of departmental appropriations. Such transfers are required to be reported to Town Council within sixty (60) days.

Also, in accordance with Section 8 of the FY 2022-2023 Budget Ordinance of the Town of Tarboro, in your capacity as the Budget Officer, you have approved certain transfers between departments within the same fund. Such transfers shall be reported to Town Council at its next regular meeting and entered in the minutes.

These reallocations and transfers are summarized on the following pages for presentation to Town Council.



Town of Tarboro

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT10362 - Budget Transfers - May Council Meeting

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000162	Adopted by Council	Budget Transfers - May Council Meeting	5/2/2023

### Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">10-4110-1400</a>	Travel and Training	Budget Transfers - May Council Meeting	15,000.00	-4,500.00	10,500.00
July: -375.00	October: -375.00	January: -375.00	April: -375.00		
August: -375.00	November: -375.00	February: -375.00	May: -375.00		
September: -375.00	December: -375.00	March: -375.00	June: -375.00		
<a href="#">10-4110-4300</a>	Professional Services	Budget Transfers - May Council Meeting	4,500.00	4,500.00	9,000.00
July: 375.00	October: 375.00	January: 375.00	April: 375.00		
August: 375.00	November: 375.00	February: 375.00	May: 375.00		
September: 375.00	December: 375.00	March: 375.00	June: 375.00		
<a href="#">10-4120-0601</a>	Group Insurance Retirees - OPE	Budget Transfers - May Council Meeting	32,738.00	-4,000.00	28,738.00
July: -333.33	October: -333.33	January: -333.33	April: -333.33		
August: -333.33	November: -333.33	February: -333.33	May: -333.33		
September: -333.33	December: -333.33	March: -333.33	June: -333.37		
<a href="#">10-4120-1300</a>	Utilities	Budget Transfers - May Council Meeting	17,500.00	1,500.00	19,000.00
July: 125.00	October: 125.00	January: 125.00	April: 125.00		
August: 125.00	November: 125.00	February: 125.00	May: 125.00		
September: 125.00	December: 125.00	March: 125.00	June: 125.00		
<a href="#">10-4120-5300</a>	Dues And Subscriptions	Budget Transfers - May Council Meeting	16,500.00	1,000.00	17,500.00
July: 83.33	October: 83.33	January: 83.33	April: 83.33		
August: 83.33	November: 83.33	February: 83.33	May: 83.33		
September: 83.33	December: 83.33	March: 83.33	June: 83.37		
<a href="#">10-4120-5711</a>	Wellness Program	Budget Transfers - May Council Meeting	1,000.00	1,500.00	2,500.00
July: 125.00	October: 125.00	January: 125.00	April: 125.00		
August: 125.00	November: 125.00	February: 125.00	May: 125.00		
September: 125.00	December: 125.00	March: 125.00	June: 125.00		
<a href="#">10-4130-1100</a>	Salaries and Wages	Budget Transfers - May Council Meeting	42,000.00	-5,000.00	37,000.00
July: -416.67	October: -416.67	January: -416.67	April: -416.67		
August: -416.67	November: -416.67	February: -416.67	May: -416.67		
September: -416.67	December: -416.67	March: -416.67	June: -416.63		
<a href="#">10-4130-4500</a>	Contracted Services	Budget Transfers - May Council Meeting	18,000.00	5,000.00	23,000.00
July: 416.67	October: 416.67	January: 416.67	April: 416.67		
August: 416.67	November: 416.67	February: 416.67	May: 416.67		
September: 416.67	December: 416.67	March: 416.67	June: 416.63		
<a href="#">10-4140-1100</a>	Salaries and Wages	Budget Transfers - May Council Meeting	40,600.00	-2,500.00	38,100.00
July: -208.33	October: -208.33	January: -208.33	April: -208.33		
August: -208.33	November: -208.33	February: -208.33	May: -208.33		
September: -208.33	December: -208.33	March: -208.33	June: -208.37		
<a href="#">10-4140-4500</a>	Contracted Services	Budget Transfers - May Council Meeting	2,250.00	2,500.00	4,750.00
July: 208.33	October: 208.33	January: 208.33	April: 208.33		
August: 208.33	November: 208.33	February: 208.33	May: 208.33		
September: 208.33	December: 208.33	March: 208.33	June: 208.37		
<a href="#">10-4340-1100</a>	Salaries and Wages	Budget Transfers - May Council Meeting	1,288,500.00	-18,000.00	1,270,500.00
July: -1,500.00	October: -1,500.00	January: -1,500.00	April: -1,500.00		
August: -1,500.00	November: -1,500.00	February: -1,500.00	May: -1,500.00		
September: -1,500.00	December: -1,500.00	March: -1,500.00	June: -1,500.00		
<a href="#">10-4340-1110</a>	Overtime	Budget Transfers - May Council Meeting	82,500.00	18,000.00	100,500.00
July: 1,500.00	September: 1,500.00	November: 1,500.00	January: 1,500.00		
August: 1,500.00	October: 1,500.00	December: 1,500.00	February: 1,500.00		

**Budget Adjustment Register**
**Packet: GLPKT10362 - Budget Transfers - May Council Meeting**

March:	1,500.00	April:	1,500.00	May:	1,500.00	June:	1,500.00
<a href="#">10-4340-1400</a>		Travel and Training	Budget Transfers - May Council Meeting		14,000.00	-8,000.00	6,000.00
July:	-666.67	October:	-666.67	January:	-666.67	April:	-666.67
August:	-666.67	November:	-666.67	February:	-666.67	May:	-666.67
September:	-666.67	December:	-666.67	March:	-666.67	June:	-666.63
<a href="#">10-4340-3150</a>		Gasoline & Fuel	Budget Transfers - May Council Meeting		12,500.00	4,000.00	16,500.00
July:	333.33	October:	333.33	January:	333.33	April:	333.33
August:	333.33	November:	333.33	February:	333.33	May:	333.33
September:	333.33	December:	333.33	March:	333.33	June:	333.37
<a href="#">10-4340-3600</a>		Uniforms	Budget Transfers - May Council Meeting		33,960.00	4,000.00	37,960.00
July:	333.33	October:	333.33	January:	333.33	April:	333.33
August:	333.33	November:	333.33	February:	333.33	May:	333.33
September:	333.33	December:	333.33	March:	333.33	June:	333.37
<a href="#">10-4900-1400</a>		Travel and Training	Budget Transfers - May Council Meeting		14,970.00	1,500.00	16,470.00
July:	125.00	October:	125.00	January:	125.00	April:	125.00
August:	125.00	November:	125.00	February:	125.00	May:	125.00
September:	125.00	December:	125.00	March:	125.00	June:	125.00
<a href="#">10-4900-3100</a>		Auto Supplies	Budget Transfers - May Council Meeting		800.00	1,000.00	1,800.00
July:	83.33	October:	83.33	January:	83.33	April:	83.33
August:	83.33	November:	83.33	February:	83.33	May:	83.33
September:	83.33	December:	83.33	March:	83.33	June:	83.37
<a href="#">10-4900-3300</a>		Department Supplies And Mat	Budget Transfers - May Council Meeting		5,000.00	500.00	5,500.00
July:	41.67	October:	41.67	January:	41.67	April:	41.67
August:	41.67	November:	41.67	February:	41.67	May:	41.67
September:	41.67	December:	41.67	March:	41.67	June:	41.63
<a href="#">10-4900-8306</a>		Marketing Tarboro	Budget Transfers - May Council Meeting		69,925.00	-8,000.00	61,925.00
July:	-666.67	October:	-666.67	January:	-666.67	April:	-666.67
August:	-666.67	November:	-666.67	February:	-666.67	May:	-666.67
September:	-666.67	December:	-666.67	March:	-666.67	June:	-666.63
<a href="#">10-4900-8308</a>		Special Events	Budget Transfers - May Council Meeting		25,405.00	5,000.00	30,405.00
July:	416.67	October:	416.67	January:	416.67	April:	416.67
August:	416.67	November:	416.67	February:	416.67	May:	416.67
September:	416.67	December:	416.67	March:	416.67	June:	416.63
<a href="#">30-7210-7311</a>		Capital Outlay - Improvements	Budget Transfers - May Council Meeting		100,000.00	30,000.00	130,000.00
July:	2,500.00	October:	2,500.00	January:	2,500.00	April:	2,500.00
August:	2,500.00	November:	2,500.00	February:	2,500.00	May:	2,500.00
September:	2,500.00	December:	2,500.00	March:	2,500.00	June:	2,500.00
<a href="#">30-7210-7312</a>		Capital Outlay - Improvements	Budget Transfers - May Council Meeting		100,000.00	30,000.00	130,000.00
July:	2,500.00	October:	2,500.00	January:	2,500.00	April:	2,500.00
August:	2,500.00	November:	2,500.00	February:	2,500.00	May:	2,500.00
September:	2,500.00	December:	2,500.00	March:	2,500.00	June:	2,500.00
<a href="#">30-7230-4800</a>		Purchased Power - Wholesale	Budget Transfers - May Council Meeting		16,600,000.00	-60,000.00	16,540,000.00
July:	-5,000.00	October:	-5,000.00	January:	-5,000.00	April:	-5,000.00
August:	-5,000.00	November:	-5,000.00	February:	-5,000.00	May:	-5,000.00
September:	-5,000.00	December:	-5,000.00	March:	-5,000.00	June:	-5,000.00

## Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
As Adopted	Adopted by Council	<a href="#">10-4110-1400</a>	Travel and Training	15,000.00	-4,500.00	10,500.00
		<a href="#">10-4110-4300</a>	Professional Services	4,500.00	4,500.00	9,000.00
		<a href="#">10-4120-0601</a>	Group Insurance Retirees - OPEB	32,738.00	-4,000.00	28,738.00
		<a href="#">10-4120-1300</a>	Utilities	17,500.00	1,500.00	19,000.00
		<a href="#">10-4120-5300</a>	Dues And Subscriptions	16,500.00	1,000.00	17,500.00
		<a href="#">10-4120-5711</a>	Wellness Program	1,000.00	1,500.00	2,500.00
		<a href="#">10-4130-1100</a>	Salaries and Wages	42,000.00	-5,000.00	37,000.00
		<a href="#">10-4130-4500</a>	Contracted Services	18,000.00	5,000.00	23,000.00
		<a href="#">10-4140-1100</a>	Salaries and Wages	40,600.00	-2,500.00	38,100.00
		<a href="#">10-4140-4500</a>	Contracted Services	2,250.00	2,500.00	4,750.00
		<a href="#">10-4340-1100</a>	Salaries and Wages	1,288,500.00	-18,000.00	1,270,500.00
		<a href="#">10-4340-1110</a>	Overtime	82,500.00	18,000.00	100,500.00
		<a href="#">10-4340-1400</a>	Travel and Training	14,000.00	-8,000.00	6,000.00
		<a href="#">10-4340-3150</a>	Gasoline & Fuel	12,500.00	4,000.00	16,500.00
		<a href="#">10-4340-3600</a>	Uniforms	33,960.00	4,000.00	37,960.00
		<a href="#">10-4900-1400</a>	Travel and Training	14,970.00	1,500.00	16,470.00
		<a href="#">10-4900-3100</a>	Auto Supplies	800.00	1,000.00	1,800.00
		<a href="#">10-4900-3300</a>	Department Supplies And Materia	5,000.00	500.00	5,500.00
		<a href="#">10-4900-8306</a>	Marketing Tarboro	69,925.00	-8,000.00	61,925.00
		<a href="#">10-4900-8308</a>	Special Events	25,405.00	5,000.00	30,405.00
		<a href="#">30-7210-7311</a>	Capital Outlay - Improvements Ov	100,000.00	30,000.00	130,000.00
		<a href="#">30-7210-7312</a>	Capital Outlay - Improvements Un	100,000.00	30,000.00	130,000.00
		<a href="#">30-7230-4800</a>	Purchased Power - Wholesale	16,600,000.00	-60,000.00	16,540,000.00
As Adopted Total:				18,537,648.00	0.00	18,537,648.00
Grand Total:				18,537,648.00	0.00	18,537,648.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023			
10	1,737,648.00	0.00	1,737,648.00
30	16,800,000.00	0.00	16,800,000.00
Budget Code As Adopted Total:	18,537,648.00	0.00	18,537,648.00
Grand Total:	18,537,648.00	0.00	18,537,648.00



Town of Tarboro

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT10260 - Budget Transfers - May Council Meeting

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000161	Adopted by Council	Budget Transfers - May Council Meeting	4/21/2023

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">10-4310-3300</a>	Department Supplies And Mat	Budget Transfers - May Council Meeting	36,102.00	-5,000.00	31,102.00
July: -416.67	October: -416.67	January: -416.67	April: -416.67		
August: -416.67	November: -416.67	February: -416.67	May: -416.67		
September: -416.67	December: -416.67	March: -416.67	June: -416.63		
<a href="#">10-4310-3305</a>	K-9 Supplies	Budget Transfers - May Council Meeting	15,000.00	5,000.00	20,000.00
July: 416.67	October: 416.67	January: 416.67	April: 416.67		
August: 416.67	November: 416.67	February: 416.67	May: 416.67		
September: 416.67	December: 416.67	March: 416.67	June: 416.63		
<a href="#">10-6120-1110</a>	Overtime	Budget Transfers - May Council Meeting	8,500.00	-5,000.00	3,500.00
July: -416.67	October: -416.67	January: -416.67	April: -416.67		
August: -416.67	November: -416.67	February: -416.67	May: -416.67		
September: -416.67	December: -416.67	March: -416.67	June: -416.63		
<a href="#">10-6135-1500</a>	Maintenance and Repair	Budget Transfers - May Council Meeting	47,850.00	5,000.00	52,850.00
July: 416.67	October: 416.67	January: 416.67	April: 416.67		
August: 416.67	November: 416.67	February: 416.67	May: 416.67		
September: 416.67	December: 416.67	March: 416.67	June: 416.63		



Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
As Adopted	Adopted by Council	<a href="#">10-4310-3300</a>	Department Supplies And Materia	36,102.00	-5,000.00	31,102.00
		<a href="#">10-4310-3305</a>	K-9 Supplies	15,000.00	5,000.00	20,000.00
		<a href="#">10-6120-1110</a>	Overtime	8,500.00	-5,000.00	3,500.00
		<a href="#">10-6135-1500</a>	Maintenance and Repair	47,850.00	5,000.00	52,850.00
		As Adopted Total:		107,452.00	0.00	107,452.00
		Grand Total:		107,452.00	0.00	107,452.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023			
10	107,452.00	0.00	107,452.00
Budget Code As Adopted Total:	107,452.00	0.00	107,452.00
Grand Total:	107,452.00	0.00	107,452.00



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

**Subject:** 2019 Tax Levy Adjustment

**Date:** 5/8/2023

**Memo Number:** 23-26

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The Schedule of 2019 Tax Levy Adjusted as of May 8, 2023, attached hereto, lists the valuation and tax amount of one (1) release. The release has been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Approve 2019 Tax Levy release number 35 in the amount of \$583.61,
2. Approve the Schedule of 2019 Tax Levy Adjusted as of May 8, 2023, in the amount of \$3,434,352.84.

**ATTACHMENTS:**

Description	Upload Date	Type
2019 Tax Levy Adjustment	5/2/2023	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2019 TAX LEVY  
Adjusted as of May 8, 2023

**VALUATIONS**

	<u>Real</u>	<u>Personal</u>	<u>Public Service Companies</u>	<u>Dog Tax</u>	<u>GAP</u>	<u>Total</u>
Balance October 12, 2020	583,400,014	210,837,301	39,077,788	0	6,184,072	839,499,175
After list:	0	0	0	0	0	0
Less Releases: 35	0	(142,344)	0	0	0	(142,344)
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Balance as of May 8, 2023	<u><u>583,400,014</u></u>	<u><u>210,694,957</u></u>	<u><u>39,077,788</u></u>	<u><u>0</u></u>	<u><u>6,184,072</u></u>	<u><u>839,356,831</u></u>

**TAX CALCULATIONS**

	<u>Real, Personal, &amp; Pub. Ser. Co.</u>	<u>Late Listing Penalty</u>	<u>Auto Tax</u>	<u>Dog Tax</u>	<u>GAP</u>	<u>Total</u>
Balance October 12, 2020	3,416,591.30	9,091.29	0.00	828.00	8,425.86	3,434,936.45
After list:	0.00	0.00	0.00	0.00	0.00	0.00
Less Releases: 35	(583.61)	0.00	0.00	0.00	0.00	(583.61)
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Balance as of May 8, 2023	<u><u>3,416,007.69</u></u>	<u><u>9,091.29</u></u>	<u><u>0.00</u></u>	<u><u>828.00</u></u>	<u><u>8,425.86</u></u>	<u><u>3,434,352.84</u></u>



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

**Subject:** 2020 Tax Levy Adjustment

**Date:** 5/8/2023

**Memo Number:** 23-27

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The Schedule of 2020 Tax Levy Adjusted as of May 8, 2023, attached hereto, lists the valuation and tax amount of three (3) releases. The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Enter into the minutes 2020 Tax Levy release numbers 20-22 in the amount of \$577.79, and
2. Approve the Schedule of the 2020 Tax Levy Adjusted as of May 8, 2023, in the amount of \$3,504,599.86.

**ATTACHMENTS:**

Description	Upload Date	Type
2020 Tax Levy Adjustment	5/2/2023	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2020 TAX LEVY  
May 8, 2023

**VALUATIONS**

	Real	Personal	Public Service Companies	Dog Tax	Total
Balance April 11, 2022	584,297,419	227,951,857	39,174,128	0	851,423,404
After list:	0	0	0	0	0
Less Releases: 20-22	0	(139,759)	0	0	(139,759)
	<u>584,297,419</u>	<u>227,812,098</u>	<u>39,174,128</u>	<u>0</u>	<u>851,283,645</u>
Balance as of May 8, 2023	<u>584,297,419</u>	<u>227,812,098</u>	<u>39,174,128</u>	<u>0</u>	<u>851,283,645</u>

**TAX CALCULATIONS**

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total
Balance April 11, 2022	3,490,836.71	13,575.94	0.00	765.00	3,505,177.65
After list:	0.00	0.00	0.00	0.00	0.00
Less Releases: 20-22	(573.01)	(4.78)	0.00	0.00	(577.79)
	<u>3,490,263.70</u>	<u>13,571.16</u>	<u>0.00</u>	<u>765.00</u>	<u>3,504,599.86</u>
Balance as of May 8, 2023	<u>3,490,263.70</u>	<u>13,571.16</u>	<u>0.00</u>	<u>765.00</u>	<u>3,504,599.86</u>



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

**Subject:** 2021 Tax Levy Adjustment

**Date:** 5/8/2023

**Memo Number:** 23-28

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The Schedule of 2021 Tax Levy Adjusted as of May 8, 2023, attached hereto, lists the valuation and tax amount of three (3) releases. The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Enter into the minutes 2021 Tax Levy release numbers 11-13 in the amount of \$4522.37, and
2. Approve the Schedule of the 2021 Tax Levy Adjusted as of May 8, 2023, in the amount of \$3,493,406.06.

**ATTACHMENTS:**

Description	Upload Date	Type
2021 Tax Levy Adjustment	5/2/2023	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2021 TAX LEVY  
May 8, 2023

**VALUATIONS**

	Real	Personal	Public Service Companies	Dog Tax	Total
Balance May 9, 2022	589,171,598	222,404,450	39,242,952	0	850,819,000
After list:	0	0	0	0	0
Less Releases: 11-13	0	(126,305)	0	0	(126,305)
	<u>589,171,598</u>	<u>222,278,145</u>	<u>39,242,952</u>	<u>0</u>	<u>850,692,695</u>
Balance as of May 8, 2023	<u>589,171,598</u>	<u>222,278,145</u>	<u>39,242,952</u>	<u>0</u>	<u>850,692,695</u>

**TAX CALCULATIONS**

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total
Balance May 9, 2022	3,488,358.61	5,569.82	0.00	0.00	3,493,928.43
After list:	0.00	0.00	0.00	0.00	0.00
Less Releases: 11-13	(517.86)	(4.51)	0.00	0.00	(522.37)
	<u>3,487,840.75</u>	<u>5,565.31</u>	<u>0.00</u>	<u>0.00</u>	<u>3,493,406.06</u>
Balance as of May 8, 2023	<u>3,487,840.75</u>	<u>5,565.31</u>	<u>0.00</u>	<u>0.00</u>	<u>3,493,406.06</u>





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

**Subject:** 2022 Tax Levy Adjustment

**Date:** 5/8/2023

**Memo Number:** 23-29

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The Schedule of 2022 Tax Levy Adjusted as of May 8, 2023, attached hereto, lists the valuation and tax amount 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 2022 Tax Levy release number 14 in the amount of \$553.44, and
2. Approve the Schedule of the 2022 Tax Levy Adjusted as of May 8, 2023, in the amount of \$3,605,746.24.

**ATTACHMENTS:**

Description	Upload Date	Type
2022 Tax Levy Adjustment	5/2/2023	Cover Memo

**TOWN OF TARBORO, NORTH CAROLINA**  
**SCHEDULE OF 2022 TAX LEVY**  
**May 8, 2023**

**VALUATIONS**

	Real	Personal	Public Service Companies	Total
Billing April 10, 2023	601,801,648	232,196,486	42,451,847	876,449,981
After list:	0	0	0	0
Less Release: 14	0	(134,986)	0	(134,986)
Balance as of May 8, 2023	<u>601,801,648</u>	<u>232,061,500</u>	<u>42,451,847</u>	<u>876,314,995</u>

**TAX CALCULATIONS**

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Total
Billing April 10, 2023	3,593,445.84	12,853.84	0.00	3,606,299.68
After list:	0.00	0.00	0.00	0.00
Less Release: 14	(553.44)	0.00	0.00	(553.44)
Balance as of May 8, 2023	<u>3,592,892.40</u>	<u>12,853.84</u>	<u>0.00</u>	<u>3,605,746.24</u>

**ITEMIZED RELEASES**

Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Total
14	K & L Tours, Inc no longer owns property	210124	553.44	0.00	0.00	553.44
Total Releases			<u>553.44</u>	<u>0.00</u>	<u>0.00</u>	<u>553.44</u>



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

**Subject:** Budget Amendment - Cambridge Commons Phase II

**Date:** 5/8/2023

**Memo Number:** 23-30

---

In May 2020, the Town entered into an agreement with Four Seasons Contractors in accordance with the Residential Development Investment found in Chapter 17, Article 1, Section 17-2 of the Tarboro Code of Ordinances. The agreement applies to the development of the subdivision known as Cambridge Commons Phase II.

The agreement authorizes the Town to reimburse the contractor up to fifty percent of the total cost of water, sewer, and street improvements, not to exceed \$495,000, based on actual costs. Such reimbursement will be made on a per-structure basis upon the issuance of a certificate of occupancy.

In May 2022, a budget amendment was approved for the project in its entirety, however, the 2022 purchase order was mistakenly not re-encumbered in October of this year allowing for the completion of the reimbursements. It is necessary to amend the budget to re-encumber the purchase order and finalize the reimbursements.

It is recommended that Council approve the attached budget amendment.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Cambridge Commons	5/4/2023	Cover Memo

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

May 8, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the Fiscal Year 2022-2023 Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES</b>						
19-3991-0100	Fund Balance Appropriated	302,920	+	67,295	=	370,215
31-3991-0100	Fund Balance Appropriated	1,137,132	+	119,635	=	1,256,767
<b>EXPENDITURES</b>						
19-4525-6300	Residential Development Program	-	+	67,295	=	67,295
31-7100-6300	Residential Development Program	-	+	119,635	=	119,635

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 - Economic Development Incentive

**Date:** 5/8/2023

**Memo Number:** 23-31

---

In accordance with the agreement dated December 23, 2019, the Town is paying the interest related to the loan used to finance the construction of a shell building in the Tarboro Commerce Park.

Due to the rising interest rates, the amount of interest to be paid during the current fiscal year exceeds the amount originally budgeted. It is necessary to appropriate additional funds to cover the total expenditure for fiscal year 2022-2023.

It is recommended that Council approve the attached budget amendment.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Economic Development Incentive	5/4/2023	Cover Memo

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

May 8, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the Fiscal Year 2022-2023 Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES</b>						
10-3991-0100	Fund Balance Appropriated	1,082,530	+	68,500	=	1,151,030
<b>EXPENDITURES</b>						
10-4120-6200	Economic Development Programs	157,000	+	68,500	=	225,500

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 - ILSC Digital Message Board

**Date:** 5/8/2023

**Memo Number:** 23-32

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The Edgecombe County Tourism Development Authority (ECTDA) allocated \$32,000 for the Town of Tarboro to attract visitors to the County. Town staff has received approval from ECTDA to utilize the funding towards a digital message board at the Indian Lake Sports Complex that will replace the existing signage. The digital signage will allow for increased marketing of sports events at the complex and other events around town. The total cost of the digital sign is \$35,250.

It is recommended that Council adopt the attached budget amendment.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - ECTDA Grant	5/5/2023	Cover Memo

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

May 8, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the Fiscal Year 2022-2023 Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES</b>						
10-3991-0100	Fund Balance Appropriated	1,082,530	+	3,250	=	1,085,780
10-3480-3304	Other Grants	-	+	32,000	=	32,000
<b>EXPENDITURES</b>						
10-6130-7300	Capital Outlay - Improvements	18,000	+	35,250	=	53,250

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 - NC Department of Commerce Grants

**Date:** 5/8/2023

**Memo Number:** 23-33

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In February 2020, Council authorized staff to submit an application to the NC Department of Commerce for Building Reuse Grant Funds to assist with an expansion project at Sara Lee Frozen Bakery.

Also, in May 2022, Council authorized staff to submit an application to the NC Department of Commerce for Building Reuse Grant Funds to assist with building renovations necessary for an expansion at LS Cable.

After delays related to the global pandemic, both grants were awarded. It is necessary to amend the General Grant Project Fund to allow the Town to receive these funds and complete the reimbursements for these projects.

It is recommended that Council approve the attached budget amendment.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Commerce Grants	5/4/2023	Cover Memo

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

May 8, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the General Fund Capital Project Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Amount of Change</u>	<u>Revised Budget</u>
<b>REVENUES</b>				
81-3760-0300	Building Reuse Grant	-	+ 975,000 =	975,000
<b>EXPENDITURES</b>				
81-8510-4500	Contracted Services	-	+ 975,000 =	975,000

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