
AGENDA
TOWN COUNCIL OF THE TOWN OF TARBORO, NC
REGULAR MEETING HELD AT 7:00 PM, MONDAY, JULY 10, 2023
IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC

1. MEETING CALLED TO ORDER BY THE MAYOR

PLEASE TURN CELL PHONES OFF

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

5. REQUESTS AND PETITIONS OF CITIZENS

(Five minute time limit per person)

6. MATTERS SCHEDULED FOR PUBLIC HEARING

Vacant Property Ordinance - A public hearing will be held to consider a change in the Tarboro Code of Ordinances to adopt a Non-Residential Maintenance Code to establish minimum standards of maintenance, sanitation, and safety for non-residential buildings or structures.

Annexation Public Hearing - The Town of Tarboro adopted a Resolution stating the intent of the Town to consider annexation of the area along Highway 258, as attached, on February 13, 2023. A Public Information Meeting was held on April 3, 2023, and tonight a Public Hearing has been called and notification of such has been advertised. Tonight's public hearing on annexation is for the explanation of report on Service Provision and opportunity for public comment.

7. TOWN MANAGERS RECOMMENDATIONS

Consent Items

- (1) Approve minutes of the June 12, 2023 regular meeting.
- (2) Approve minutes of the May 15, 2023 Budget Meeting
- (3) Budget Transfers
- (4) Tax Collector's Report

Action Items

- (5) Bid Award - Digger Derrick Truck
- (6) Rural Transformation Grant - Riverfront Project - Bid Award

8. OTHER REPORTS

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

9. CLOSED SESSION

- (1) Closed Session as per NCGS § 143-318.11(a)(3 & 6)

10. ADJOURNMENT

VACANT PROPERTY REGISTRATION

AUTHORIZED BY TOWN OF TARBORO ORDINANCE NO. _____

APPLICATION FOR REGISTRATION

Date: _____ REGISTRATION FEE: _____

Pursuant to Chapter _____ of the Town of Tarboro Code of Ordinances, all vacant properties in the Zoning Districts must register with the Town and must be maintained in a manner that does not exhibit evidence of vacancy. This registration must be filed within 30 days of receipt of Notification of Registration Requirement or civil penalties will apply.

The following information is required:

Property location (street address): _____

Property owner (corporation or individual): _____

Applicant (if different from owner): _____

Mailing Address: _____

Phone: (home): _____ (business): _____ (cell): _____

Real Estate Agent Name _____ For Sale ☐ For Rent ☐

Mailing Address: _____

Phone: _____ E-mail: _____

Building Permit Info:

Permit Number: _____ Date Issued: _____

Signature of Applicant: _____ Date: _____

STAFF USE ONLY: Date notice sent: _____

Date application fee received: _____ Received by: _____

Chapter _____. Non- Residential Maintenance Code (6/10/2019)

§_____.1 AUTHORITY.

In order to protect the health, safety and welfare of the town and its residents and citizens including but not limited to owners and occupants of nonresidential buildings or structures, it is the purpose of this division to establish minimum standards of maintenance, sanitation, and safety relating to nonresidential buildings or structures, as expressly authorized by G.S. § 160D- 1129. This division provides for the repair, closing or demolition of nonresidential buildings or structures as a result of a public necessity caused by conditions that are dangerous to the public health, safety and welfare.

§_____.2 SHORT TITLE.

This ordinance shall be known as the Town of Tarboro “Nonresidential Building Code” and may be cited as both the “nonresidential building code “or the “commercial maintenance code”.

§_____.3 JURISDICTION.

The provisions of this code shall apply to all premises, structures, and buildings as defined by the Tarboro Zoning Ordinance located within the Central Business District and the [REDACTED] Commercial District(s). Residential structures shall fall under enforcement of the minimum housing code for the Town of Tarboro; for combination structures, both codes would apply. This code establishes minimum standards for the initial and continued occupancy and/or use of all such buildings and does not replace or modify standards otherwise established for the construction, repair, alteration, or use of the building, equipment or facilities contained therein.

The provisions of this code apply whether the structure or building is occupied or vacant. All unoccupied or vacant structures or buildings shall be secured by any party in interest to prevent the entry of unauthorized persons or the occurrences of conditions not permitted by law.

§_____.4 PURPOSE.

It is the purpose of the provisions of this code to provide a just, equitable and practical method, whereby all buildings, structures, and premises which from any cause, endanger the life, limb, health, property, safety, or welfare of the

general public or their occupants, diminish property values or detract excessively from the appropriate appearance of the area, may be required to be repaired or demolished. It is further the purpose of this code to preserve the character and integrity of the community and to promote the comfort, happiness and safety of community residents. It is the further purpose of this code to minimize discordant, unsightly and offensive surroundings while preserving beauty as well as the usefulness of the environment. The provisions of this code are cumulative with and in addition to any other remedy provided by law including the current editions of standard codes adopted by the Town of Tarboro and Edgecombe County.

§_____.5 MINIMUM STANDARDS FOR NONRESIDENTIAL BUILDINGS AND STRUCTURES.

It shall be the responsibility of the owner of all buildings, structures, and/or premises in the B- 1 Central Business District and the B- 2 Highway Commercial District, that they be maintained in compliance with all applicable provisions herein. The following violations shall be corrected subsequent to the notice of violations as enumerated herein:

(A) Minor Violations: The following minor violations shall be abated within fifteen (15) consecutive days of the Notice of Violation.

1. A structure, wall, or other affixed real property visible from a public right of way shall not have graffiti for a period of more than fifteen (15) consecutive days.
2. Advertising sign structures attached or freestanding, awnings, marquees and their supporting members and other similar attachments and structures shall be maintained in good repair and shall not cause a nuisance or safety hazard.
3. A structure shall not have weeds, trees, vines, or other uncultivated vegetation growing upon it greater than twelve (12) inches in height in an untended manner.
4. Buildings and premises shall be kept clear of accumulations of garbage, trash, or rubbish which create health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary way.

(B) Major Violations: The following major violations shall be abated within sixty (60) consecutive days of the Notice of Violation:

1. A structure shall not have exterior surfaces that do not form a weather tight surface due to holes, excessive cracks or decayed surfaces; for a period of more than sixty (60) consecutive days.
2. A structure shall not have a roof with leaks that endangers the integrity of the structure or the health, safety, or welfare of tenants or adjoining property owners for a period of more than sixty (60) consecutive days.
3. A structure shall not have windows with glass that is broken or missing and/or window frames with more than fifty (50) percent of the surface area covered with disfigured, cracked, or peeling surface materials for a period of more than sixty (60) consecutive days.

(C) Hazardous Conditions: Any combination of conditions which in the judgment of the enforcement officer renders any building or structure dangerous or injurious to the health, safety, or general welfare of occupants or members of the general public. Hazardous conditions shall be immediately abated.

§ _____.5.1 VACANT PROPERTY MAINTENANCE.

(A) Intent and Scope. The Town finds that the presence of commercial buildings exhibiting evidence of vacancy pose special risks to the health, safety and welfare of the community and therefore require heightened regulatory attention. The provisions of this Section shall apply to all properties in the _____ Business Districts of the Town of Tarboro.

(B) Definition. For purposes of this Section, "Evidence of Vacancy" means any aesthetic condition that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown or dead vegetation, extensively chipped or peeling exterior paint, exterior walls in poor condition, porches and steps in poor condition, roof in poor condition, broken windows and other signs of general disrepair, accumulation of newspapers, circulars, flyers or mail, past due utility notices or disconnected utilities, accumulation of trash, junk or debris, the absence of window coverings such as curtains, blinds, shutters, the absence of furnishings or personal items consistent with commercial habitation, statements by neighbors, passersby, delivery agents, governmental employees that the Property is vacant.

(C) Maintenance Requirements. Properties subject to this Section shall be kept in compliance with the following maintenance requirements:

(1) Evidence of Vacancy. (a) The exteriors of building(s)/structure(s) on the Property shall be painted and maintained in a way that does not exhibit any

Evidence of Vacancy. (b) The yard(s) of the Property shall be maintained in a way that does not provide Evidence of Vacancy. (c) The deck(s) and porch(s) located on the Property shall be maintained in a way that does not provide Evidence of Vacancy. (d) The window(s) and door(s) of building(s)/structure(s) of the Property shall be intact and operable and shall be maintained in a way that does not provide Evidence of Vacancy. (e) Instances of rotting of building(s)/structure(s) of the Property or portion thereof shall be corrected in order to eliminate visible rotting in a way that does not exhibit any Evidence of Vacancy. (f) The storefront(s) and façade(s) of building(s) shall be maintained in a way that does not provide Evidence of Vacancy. (g) The interiors, when visible to passersby through storefront windows, shall be maintained in a way that does not exhibit Evidence of Vacancy.

(2) Protective Treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Masonry shall be repointed, as necessary, to prevent bricks or members from falling or coming out. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering, cladding or treatment. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. All siding and masonry joints, as well as those between the building or structure envelope, and the perimeter of windows, doors and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

(3) Premises' Identification. All primary buildings shall have approved address numbers placed in a position, and of such size, to be plainly legible and visible from the street or road fronting the property. Address numbers shall be Arabic numbers or alphabet letters. The numbers used shall be made of durable and visible material, which contrasts with the background material upon which it is placed.

(4) Structural members. All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

(5) Foundation walls. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be in such condition as to prevent the entry of rodents and other pests.

(6) Exterior walls. All exterior walls shall be free from holes, breaks and loose or rotting materials and maintained weatherproof and properly surface coated where required to prevent deterioration.

(7) Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof shall not contain more than (2) roof coverings. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.

(8) Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

(9) Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, including all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

(10) Chimneys, flues, vents. There shall be no chimneys or parts thereof which are defective, deteriorated or in danger of falling or in such condition or location as to constitute a fire hazard. All chimneys, flues and vent attachments thereto shall be maintained structurally sound. Chimneys, flues, gas vents or other draft-producing equipment which are in use shall provide sufficient draft to develop the rated output of the connected equipment and shall be structurally safe, durable, smoke-tight and capable of withstanding the action of flue gases.

(11) Handrails and guards. All exterior porches, landings, balconies, stairs and fire escapes, and the like, shall be provided with banisters, railings or guards, which are properly designed, firmly fastened, capable of supporting normally imposed loads and maintained in good condition to minimize the hazard of falling and the same shall be kept structurally sound, in good repair and free of defects.

(12) Window, skylight and doors. Every window, skylight, door and frames thereof, shall be in sound condition, good repair and weather tight. There shall be no cracks, holes or open spaces around window and door frames. All glazing materials shall be maintained free from cracks and holes. Windows and doors shall be maintained free from broken or missing glass. Broken or missing glass may not be replaced with material other than glass. Every window, other than a fixed window, shall be easily operable and capable of being held in position by window hardware. Voids within exterior walls which are created for the purpose of, or once contained a window or door, shall

not remain without a window or door. Exterior windows, exterior spaces missing or partially missing windows, exterior doors and exterior spaces missing or partially missing doors in buildings, whether vacant or occupied, shall not be covered with masonry or other similar material and shall be filled with a window or door. Glazing shall not be painted in opaque paint except for signage meeting the requirements of the zoning ordinance. Windows within the same building shall match in terms of material and general design.

(13) Shutters. As an alternative to a glass window, can be allowed on the second floor of a two-story building/structure and the third floor of a three-story building/structure provided all the standards noted above in paragraph (12) for sound condition, good repair and weather tightness are adhered thereto. Additionally, the shutters shall be of a durable material and of a style, material and color as to match the color, material, historical nature and architectural style of the building/structure.

(14) Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units in a building/structure shall tightly secure the door.

(15) Basements. All crawlspace doors, basement doors and hatchways shall be maintained to prevent the entrances to dwellings units shall tightly secure the door.

(16) Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of vermin.

(17) Egress. Every building shall be provided with adequate means of egress as required by the State Building Code. Every dwelling unit shall be provided with adequate means of egress as required by the State Residential Code.

(18) Building security. The property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. This includes, without limitation, the closure and locking of windows, doors (including but not limited to walkthrough, sliding and garage), gates pet doors and any other such opening of such size that it may allow a child to access the interior of the property or structure(s). Broken windows shall be replaced and/or re-glazed; windows shall not be boarded up. Doors, windows or hatchways for buildings shall be provided with devices designed to provide security for the occupants and property within. Basement hatchways that provide access to buildings shall be equipped with devices that secure the unit from unauthorized entry.

(19) Loose materials. The building and environs surfaces shall be kept clear of: cracked or broken glass; loose shingles; loose wood; crumbling stone or brick; loose, broken, tattered or torn plastic; or other dangerous objects or similar hazardous conditions.

(20) Exterior Surface Maintenance. Exterior surfaces shall be maintained in such material or treated in such a manner as to prevent deterioration.

(21) Rubbish. Buildings and environs shall be kept clear of accumulations of garbage, trash, or rubbish which create health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary way.

(22) Overhanging and Protruding Objects. The building and environs shall be kept free of loose and insufficiently anchored overhanging objects which constitute a danger of falling on persons or property. The building and environs shall be kept free of objects and elements protruding from building walls, roof and environs which are unsafe or not properly secured or which can create a hazard such as abandoned electrical boxes and conduits, wires, sign brackets and other brackets and similar objects.

(23) Holes and Breaks in Walking Surfaces. The environs shall be kept free of insufficiently protected holes, excavations, breaks, projections, obstructions and other such dangerous impediments on and around walks, driveways, parking lots and other areas which are accessible to and generally used by persons on the premises.

(24) Gutters and Downspouts. Gutters and downspouts shall be replaced or repaired as necessary and shall be appropriately located so as not to cause a hazard to pedestrian, vehicular traffic or property.

(25) Drainage. All yards and environs shall be properly graded and maintained so as to obtain thorough drainage and so as to prevent the accumulation of stagnant water.

(26) Accessory Structures and Appurtenances. Attached and unattached accessory structures and appurtenances shall not cause a nuisance or safety hazard.

(27) Signs. Advertising sign structures attached or freestanding, awnings, marquees and their supporting members and other similar attachments and structures shall not cause a nuisance or safety hazard.

(D) Registration.

(1) Any vacant commercial property located within _____ Business Districts of the Town of Tarboro must be registered by the owner with the Town's Planning Department either

(a) by the owner's own accord before receiving a Notice of Registration Requirement, or

(b) within 30 days of the owner receiving a Notice of Registration Requirement from the Town.

(2) The Town will send a Notice of Registration Requirement to the owner of record of properties that are vacant. The owner shall register property within the time period set forth in paragraph (1) of this section unless the owner can provide clear and convincing evidence to the Planning Department Director, or his designee, within such time period, that the property is not vacant.

(3) The registration shall contain:

(a) The name of the owner (corporation or individual);

(b) The direct street/office mailing address of the owner and post office box, if applicable; and

(c) A direct contact name and phone number.

(4) Any changes in the information in paragraph (3) of this section shall be reported to the Planning Department within 30 days of such changes.

(5) Registration must be renewed annually.

(6) Vacant properties shall remain subject to the annual registration, maintenance, and security requirements of this article as long as they remain vacant.

(7) Once the property is no longer vacant or is sold, the owner must provide written proof of occupancy or sale to the Planning Director.

(8) Registration of a vacant commercial property does not excuse the owner from compliance with any other applicable ordinance, regulation, or statute, without limitations, with regard to the owner's vacant property. By accepting an owner's registration, the Planning Department has not determined that the vacant property being registered is in compliance with an applicable, local or state regulation or law.

(E) Fees. Effective one year following the adoption date of this code, an initial annual registration fee of \$500 shall be collected upon registration of the vacant property. Effective one year following this initial registration fee, an annual registration fee of \$1,000 shall be collected upon registration of the vacant property and collected annually at that amount on the renewal of the registration.

(F) Exemptions.

(1) A vacant commercial property that is actively listed with a licensed NC realtor and offered for sale or lease for a period of no more than one calendar year shall be exempt from the annual vacant commercial property registration fee subject to the following condition:

(a) The exemption can be extended for an additional year upon proof of good faith marketing of the property by a licensed realtor and compliance with all applicable town ordinances.

(2) A vacant commercial building that is being renovated under an active building permit for the purpose of preparing it for occupancy shall be exempt from the annual vacant building registration fee subject to the following conditions:

(a) The property owner can demonstrate that the work being performed is pursuant to the acquired permit for the preparation of occupancy, lease or sale; and

(b) Inspections for the work covered under the permit are requested on at least a monthly Basis.

(3) A vacant commercial building that has been purchased within 90 days of receiving a Notice of Registration Requirement. Properties meeting this exemption will be given 12 months to start rehabilitation or action to occupy the buildings. A work plan of action shall be submitted along with the property registration form outlining the work being planned and an estimated date of completion/occupation.

§ _____.6 ENFORCEMENT.

The code enforcement officer is hereby designated to exercise the powers prescribed in this article; in accordance with the provisions of N.C.G.S. 160D-1129 and specifically the supplemental powers set forth in 160D-1129(1).

§ _____.7 APPLICABILITY OF OTHER CODES.

The North Carolina State Building Code, General Construction, Volume I; Plumbing, Volume II; Heating, Air Conditioning, Refrigeration and Ventilation,

Volume III; the National Electrical Code; the North Carolina State Rehabilitation Code; and the North Carolina State Fire Code, shall govern all repairs or alterations made to any existing structure. Any identified violations under the state building code shall be certified by the county building inspector.

§ _ _ _ _ .8 INVESTIGATION OF CONDITIONS.

(A) Whenever it appears to the code enforcement officer that any nonresidential building or structure has not been properly maintained so that the safety or health of its occupants, or members of the general public, are jeopardized for failure of the property to meet the minimum standards established by this article, the code enforcement officer shall undertake a preliminary investigation.

(B) If entry upon the premises for purposes of investigation is necessary, such entry shall be made pursuant to a duly issued administrative search warrant in accordance with G.S. 15- 27.2 or with permission of the owner, the owner's agent, a tenant, or other person legally in possession of the premises. The code enforcement officer shall seek assistance from the Edgecombe County Building Inspector when inspecting properties suspected of hazardous conditions.

§ _ _ _ _ .9 COMPLAINT AND HEARING.

If the preliminary investigation discloses evidence of a violation of section § _ _ _ _ .4, the code enforcement officer shall issue and cause to be served upon the owner of and parties in interest, in the nonresidential building or structure, a complaint. The complaint shall state the following:

(A) The charges and a notice that a hearing will be held before the code enforcement officer at a place within the town; scheduled within 30 days after the serving of the complaint;

(B) That the owner and parties in interest shall be given the right to answer the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint;

(C) That the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the code enforcement officer.

§ _ _ _ _ .10 ORDER.

If, after notice and hearing, the code enforcement officer determines that the nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public is jeopardized for failure of the property to meet the minimum standards

established by the governing body, the code enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order. The order may require the owner to take remedial action, within a reasonable time specified, subject to the procedures and limitations herein.

(A) Limitations on Orders. –

(1) An order may require the owner to repair, alter, or improve the nonresidential building or structure in order to bring it into compliance with the minimum standards established by the governing body or to vacate and close the nonresidential building or structure for any use.

(2) An order may require the owner to remove or demolish the nonresidential building or structure if the cost of repair, alteration, or improvement of the building or structure would exceed fifty percent (50%) of its then current value. Notwithstanding any other provision of law, if the nonresidential building or structure is designated as a local historic landmark, listed in the National Register of Historic Places, or located in a locally designated historic district or in a historic district listed in the National Register of Historic Places and the governing body determines, after a public hearing as provided by ordinance, that the nonresidential building or structure is of individual significance or contributes to maintaining the character of the district, and the nonresidential building or structure has not been condemned as unsafe, the order may require that the nonresidential building or structure be vacated and closed until it is brought into compliance with the minimum standards established by the governing body.

(3) An order may not require repairs, alterations, or improvements to be made to vacant manufacturing facilities or vacant industrial warehouse facilities to preserve the original use. The order may require such building or structure to be vacated and closed, but repairs may be required only when necessary to maintain structural integrity or to abate a health or safety hazard that cannot be remedied by ordering the building or structure closed for any use.

(B) Action by Governing Body Upon Failure to Comply With Order. –

(1) If the owner fails to comply with an order to repair, alter, or improve or to vacate and close the nonresidential building or structure, the governing body may adopt an ordinance ordering the Code Enforcement Officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the Code Enforcement Officer found to be jeopardizing the

health or safety of its occupants or members of the general public. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the Code Enforcement Officer may cause the building or structure to be repaired, altered, or improved or to be vacated and closed. The Code Enforcement Officer may cause to be posted on the main entrance of any nonresidential building or structure so closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a Class 3 misdemeanor.

(2) If the owner fails to comply with an order to remove or demolish the nonresidential building or structure, the governing body may adopt an ordinance ordering the Code Enforcement Officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the Code Enforcement Officer found to be jeopardizing the health or safety of its occupants or members of the general public. No ordinance shall be adopted to require demolition of a nonresidential building or structure until the owner has first been given a reasonable opportunity to bring it into conformity with the minimum standards established by the governing body. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the Code Enforcement Officer may cause the building or structure to be removed or demolished.

(C) (1) Action by Governing Body Upon Abandonment of Intent to Repair. – If the governing body has adopted an ordinance or the Code Enforcement Officer has issued an order requiring the building or structure to be repaired or vacated and closed and the building or structure has been vacated and closed for a period of two years pursuant to the ordinance or order, the governing body may make findings that the owner has abandoned the intent and purpose to repair, alter, or improve the building or structure and that the continuation of the building or structure in its vacated and closed status would be inimical to the health, safety, and welfare of the municipality in that it would continue to deteriorate, would create a fire or safety hazard, would be a threat to children

and vagrants, would attract persons intent on criminal activities, or would cause or contribute to blight and the deterioration of property values in the area. Upon such findings, the governing body may, after the expiration of the two- year period, enact an ordinance and serve such ordinance on the owner, setting forth the following:

(a) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards is less than or equal to fifty percent (50%) of its then current value, the ordinance shall require that the owner either repair or demolish and remove the building or structure within 90 days; or

(b) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards exceeds fifty percent (50%) of its then current value, the ordinance shall require the owner to demolish and remove the building or structure within 90 days.

(2) In the case of vacant manufacturing facilities or vacant industrial warehouse facilities, the building or structure must have been vacated and closed pursuant to an order or ordinance for a period of five years before the governing body may take action under this subsection. The ordinance shall be recorded in the office of the register of deeds in the county wherein the property or properties are located and shall be indexed in the name of the property owner in the grantor index. If the owner fails to comply with the ordinance, the Code Enforcement Officer shall effectuate the purpose of the ordinance.

§ _ _ _ _ .11 SERVICE OF COMPLAINTS AND ORDERS.

Complaints or orders issued by the code enforcement officer pursuant to an ordinance adopted under this section shall be served upon persons either personally or by registered or certified mail so long as the means used are reasonably designed to achieve actual notice. When service is made by registered or certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is refused, but the regular mail is not returned by the post office within ten days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected. If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the code enforcement officer in the exercise of reasonable diligence, and the code enforcement officer makes an affidavit to that effect, the serving of the complaint or order upon the owners or other

persons may be made by publication in a newspaper having general circulation in the town at least once no later than the time that personal service would be required under this section. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

§ _____.12 Liens.

- (A) Upon the code enforcement officer effectuating the order to repair, alter, improve, vacate, close, remove or demolish the nonresidential property, the amount of the cost shall be a lien against the real property upon which the cost was incurred. This lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in G.S. 160D- 1129.
- (B) The amount of the costs shall also be a lien on any other real property of the owner, except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.
- (C) When a nonresidential building or structure is removed or demolished by the code enforcement officer, the officer shall offer for sale the recoverable materials of the building or structure and any personal property, fixtures, or appurtenances found in or attached to the building or structure. All proceeds of the sale shall be credited against the cost of the removal or demolition and any balance remaining shall be deposited in the superior court. The proceeds shall be secured in a manner directed by the court and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree. Nothing in this section shall be construed to impair or limit in any way the power of the city council to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

§ _____.13 CIVIL PENALTY.

In addition to other available remedies provided in this article, any violation of this article may subject the offender to a civil penalty in the amount of fifty dollars (\$50.00) for each day the violation(s) continue to exist, as provided in § _____ of the Tarboro Code of Ordinances.

§ _____.14 CONFLICT WITH OTHER PROVISIONS.

In event any provision, standard, or requirement of this ordinance is found to be in conflict with any provision of any other ordinance or code of the Town the provision that establishes the higher standard or more stringent

requirements for the promotion and protection of the health and safety of the residents of the Town shall prevail. § _ _ _ _ .15 SEVERABILITY. If any provision of this ordinance is for any reasons held to be invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, independent provision and such holding shall not affect the validity of any other provision hereof, and to that end, the provisions of this ordinance are hereby declared to be severable.

§ _ _ _ _ .16 APPEALS.

Any appeals for an order or decision made by the code enforcement officer may be taken to the zoning board of adjustment. Any person aggrieved by a decision or order of the code enforcement officer shall have the remedies provided in G.S. 160D- 1129(m).



Town of Tarboro

Annexation

Report on Service Provision

March 4, 2023

This report has been prepared pursuant to the North Carolina General Statutes, Chapter 160A-58.53 and includes maps for the area, and services available.

Summary

Municipal growth through annexation is essential to sound urban development and continued economic development and the North Carolina General Statutes provide for annexation by municipalities according to certain legislative standards and with the provision of certain services. There are certain areas surrounded by Town limits which staff recommends for annexation.

The Town of Tarboro adopted a resolution stating the intent of the Town to consider annexation of the area along Highway 258 (as attached) on February 13, 2023. A Public Information Meeting will be held on April 3, 2023, and a Public Hearing will be held on July 10, 2023. Notice for these meetings have been mailed to the owners of real property located within the areas to be annexed.

If the Town of Tarboro annexes the area, various Town services will be provided and become available to the property owners on the effective date of the annexation.

A copy of this report is available for public review in the Town Clerk's Office and will be available on the Town's website.

State Law on Annexation

The Town of Tarboro is following the procedures and requirements of the North Carolina General Statutes for Annexation. Since 1959, the North Carolina General Assembly has set forth the State's policy on annexation as part of the General Statutes governing cities and towns, and legislation states in part:

"It is hereby declared as a matter of State policy:

- (1) That sound urban development is essential to the continued economic development of North Carolina.

- (2) That municipalities are created to provide the governmental services essential for sound urban development and for the protection of health, safety, and welfare in areas being intensively used for residential, commercial, industrial, institutional, and governmental purposes or in areas undergoing such development.
- (3) That municipal boundaries should be extended in accordance with legislative standards applicable throughout the State to include such areas and to provide the high quality of governmental services needed therein for the public health, safety, and welfare.
- (4) That areas annexed to municipalities in accordance with such uniform legislative standards should receive the services provided by the annexing municipality.
- (5) That the provision of services to protect the health, safety, and welfare is a public purpose.
- (6) That it is essential for citizens to have an effective voice in annexation initiated by municipalities."

Town Policy on Annexation

The Town's general policy has been to encourage owners of new developments outside but near the Town to petition the Town voluntarily for annexation so that municipal urban services will be available to the developments.

The Town also may annex areas that qualify for annexation under State law and where part or all of the area is developed for urban purposes and where the area can practically be served by the Town through the extension of municipal services.

Steps in the Annexation Process

The Town of Tarboro has adopted a Resolution of Intent, which is followed by a public meeting, a public hearing prior to further steps in the annexation process.

Eligibility for Annexation

The area intended to be annexed meets the following criteria as outlined in § 160A-58.54 as below:

(a) A municipal governing board may extend the municipal corporate limits to include any area that meets all of the following criteria:

- (1) It shall be adjacent or contiguous to the municipality's boundaries at the time the annexation proceeding is begun, except if the entire territory of a county water and sewer district created under G.S. 162A-86(b1) is being annexed, the annexation shall also include any noncontiguous pieces of the district as long as the part of the district with the greatest land area is adjacent or contiguous to the municipality's boundaries at the time the annexation proceeding is begun.

- (2) At least one-eighth of the aggregate external boundaries of the area shall coincide with the municipal boundary.
- (3) No part of the area shall be included within the boundary of another incorporated municipality.
- (4) The total area to be annexed shall meet the requirements of any of the following:
 - a. Part or all of the area to be annexed must be developed for urban purposes at the time of approval of the report provided for in G.S. 160A-58.53. The area of streets and street rights-of-way shall not be used to determine total acreage under this subdivision. An area developed for urban purposes is defined as any area which meets any one of the following standards:
 1. Has a total resident population equal to at least two and three-tenths persons for each acre of land included within its boundaries.
 2. Has a total resident population equal to at least one person for each acre of land included within its boundaries, and is subdivided into lots and tracts such that at least sixty percent (60%) of the total acreage consists of lots and tracts three acres or less in size and such that at least sixty-five percent (65%) of the total number of lots and tracts are one acre or less in size.
 3. Is so developed that at least sixty percent (60%) of the total number of lots and tracts in the area at the time of annexation are used for residential, commercial, industrial, institutional, or governmental purposes, and is subdivided into lots and tracts such that at least sixty percent (60%) of the total acreage, not counting the acreage used at the time of annexation for commercial, industrial, governmental, or institutional purposes, consists of lots and tracts three acres or less in size.
 4. Is the entire area of any county water and sewer district created under G.S. 162A-86(b1), if all of the following apply:
 - I. The municipality has provided in a contract with that district that the area is developed for urban purposes.
 - II. The contract provides for the municipality to operate the sewer system of that county water and sewer district.
 - III. The municipality is annexing in one ordinance the entire territory of the district not already within the corporate limits of a municipality.
 5. Is so developed that, at the time of the approval of the annexation report, all tracts in the area to be annexed are used for commercial, industrial, governmental, or institutional purposes.
 - b. Part or all of the area to be annexed meets either of the following:

1. Lies between the municipal boundary and an area developed for urban purposes so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending major municipal services, including water or sewer lines, through such sparsely developed area.
2. Is adjacent, on at least sixty percent (60%) of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in sub-subdivision a. of this subsection.

The purpose of paragraphs 1. and 2. of this sub-subdivision is to permit municipal governing boards to extend corporate limits to include all nearby areas developed for urban purposes and where necessary to include areas which at the time of annexation are not yet developed for urban purposes but which constitute necessary land connections between the municipality and areas developed for urban purposes or between two or more areas developed for urban purposes.

- c. The total area to be annexed is completely surrounded by the municipality's primary corporate limits.

Area to be Annexed

The area intended to be annexed is an entirely commercial area on the Eastern side of Highway 258 as indicated on the attached maps.

Provision of Services

The Town of Tarboro has the capacity to provide all major municipal services to the area annexed. On the effective date of annexation, the Town will provide each services on substantially the same basis and in the same manner as such services are provided within the rest of the Town immediately before annexation. All Town policies and services are subject to change over time.

Under General Statue, the Town of Tarboro must set forth the method under which the Town plans to provide services to the annexed area. As the proposed areas is already surrounded in entirety by parcels served by Town services, no major extensions of service will be needed following annexation. Police and fire protection will continue in the area without significant change, and will be provided with current capabilities. As the Town does not provide commercial solid waste pickup, solid waste collection will not be impacted unless the land use is modified in the future. Water, sewer, and electric services are currently available to each lot and the developed lots utilize those services. Access to those services is no different than construction of an extension on private property for new development, acquisition of a tap, or similar connection and related fee as it is within Town limits, difference being the billed rates for

out-of-town rates. Street maintenance will not change, as there are currently no publicly owned streets within the area. The proposed area does not have any dwelling units or residents.

There will be a shift in Fire Protection provision from the Princeville district to the Town of Tarboro district, and the Town will be making a written request to the Princeville Fire Department all information necessary for a statement of impact.

The Insurance Services Organization rating is one of several factors used by insurance agencies to determine insurance premiums. The Princeville District has a rating of 9 and the Tarboro Fire Department has a rating of 3 which should produce a premium reduction for parcels within this area.

The annexation area will receive all other Town services not listed above, and residents and owners of property in the annexation area will have all the rights and privileges of being in the Town, in the same manner and on substantially the same basis as for all other areas of the Town of Tarboro.

Estimated revenues will be sufficient to pay the estimated costs of applicable services as previously described. There are no immediate anticipated costs to extend these services.

As Edgecombe County allocates to municipalities on a per capita basis, annexation of this non-residential area will not change the sales tax revenue. Water and sewer billing revenues are estimated to be reduced by \$6,000 annually due to the change of existing billed developments into in-town billing rates.

Ad valorem taxes are incurred at the current General Fund tax rate of \$0.41 per \$100 of value, and there is a collection rate of 97.21%. Property in the annexation area will be subject to ad valorem (property) taxes for the General Fund. Various other taxes and fees, will apply to the annexation area as for all other areas of the Town. The total real property tax valuation of real estate in the proposed area is \$4,426,655.

Once annexed, property owners continue to pay County property taxes for County services (such as education, public health and social services) and they pay Town property taxes for Town municipal services.

**A RESOLUTION APPROVING THE REPORT OF PLANS TO PROVIDE SERVICES TO THE AREA ALONG
HIGHWAY 258 BEING INTENDED FOR ANNEXATION**

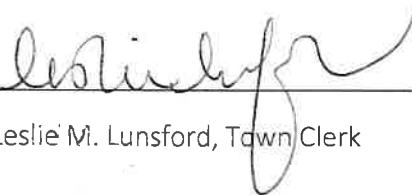
WHEREAS, the report of plans to continue to provide services to the Highway 258 Area being intended for annexation as adopted by the Tarboro Town Council on February 13, 2023 has been submitted to the Town Council and the Town Council is required to approve the report prior to a public information meeting, NOW THEREFORE,

BE IT RESOLVED, by the Tarboro Town Council, that the report of service provision to the Highway 258 area is indicated in the resolution adopted on February 13, 2023, is hereby approved and is hereupon made available for public inspection in the office of the Town Clerk.

Adopted by the Tarboro Town Council on this 4th day of March, 2023.

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

Tate Mayo, Mayor

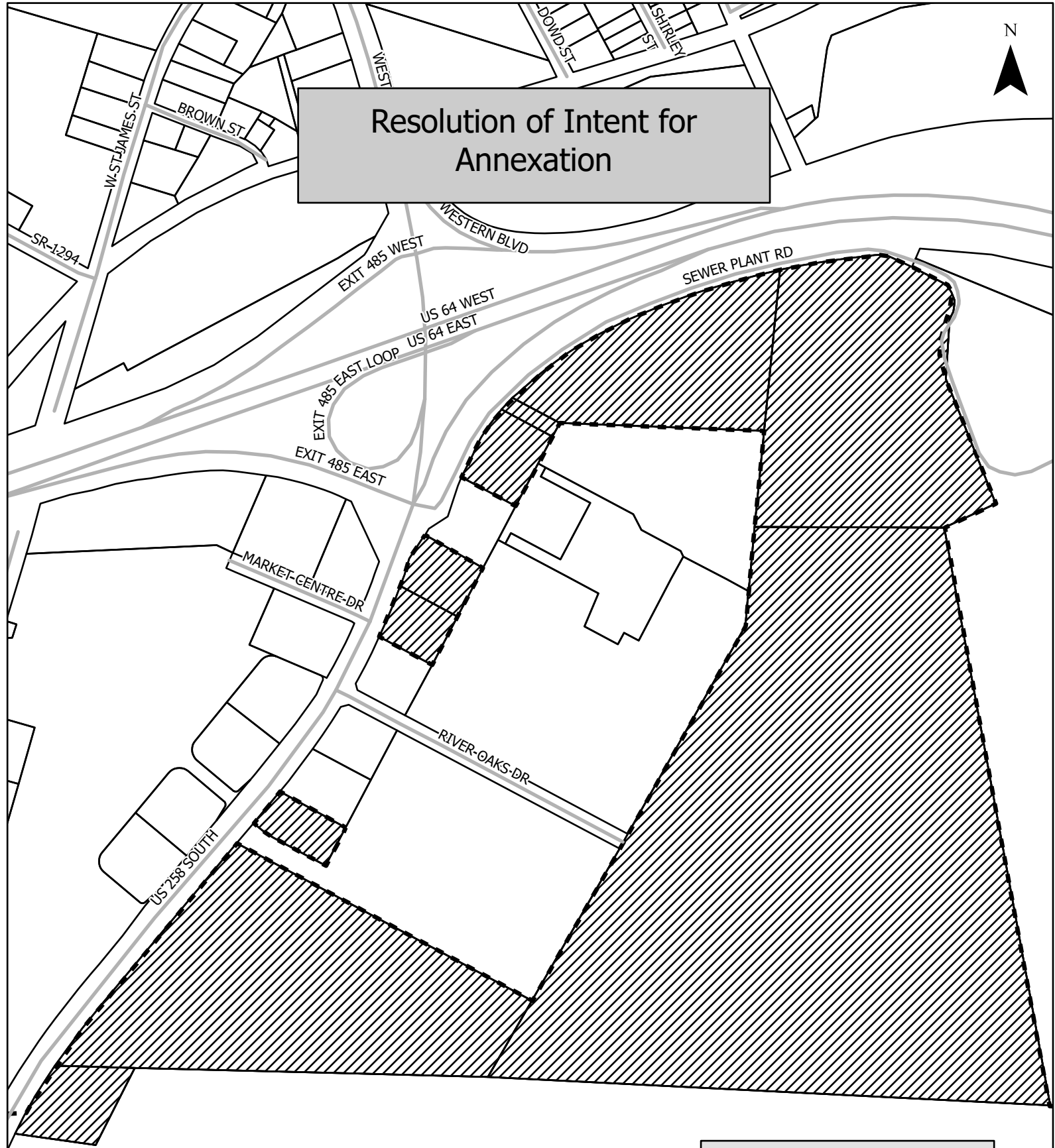
A handwritten signature in black ink, appearing to read "Leslie M. Lunsford", written over a horizontal line.

Leslie M. Lunsford, Town Clerk




N



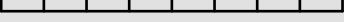
Resolution of Intent for Annexation



Legend

- Street Centerlines
-  Parcels to be Annexed
-  Parcel Outlines
-  Town Limits

0 250 500 1,000 Feet



**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, JUNE 12, 2023 IN THE
COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

MEMBERS PRESENT

Mayor Mayo
Councilman Woodard - Zoom
Councilman Taylor
Councilman Brown
Councilman Jenkins
Councilmember Jordan
Councilmember Bynum
Councilman Braxton

MEMBERS ABSENT

Councilman Burnette

ALSO PRESENT

Troy Lewis, Town Manager
Leslie Lunsford, Town Clerk
Laney Ezzell, 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.

Leo Taylor made a motion, which was seconded by Alfred Braxton and Passed, Motion. ;

Absent: Burnette

5. REQUESTS AND PETITIONS OF CITIZENS

Johanna Owens, 503 Saint Patrick Street - requested the Town co-sponsor the Edgecombe Cancer Support Foundation 5K and Fun Run fundraiser in October. Discussed during Action Items, Memo 23-39.

Judith Moss, 1708 W Wilson Street - represented to the Seniors who participated in the Senior Games. She recognized the seniors and gave a summary of winners.

Linda Knight, 704 Panola Street - expressed concern about weed lien invoices she received for the property at 1904 Barlow Road.

Bea Burnette, 506 Saint Patrick Street - expressed concern about a vacant house on Saint

Patrick Street.

Larry Crossett, 601 Saint Patrick Street - asked that Council approve the vacant property ordinance to help the downtown area.

Annie Smith, 307 Spencer Drive - expressed concern about tractor trailer trucks parking in the neighborhood. She also requested community watch signs to help keep the neighborhood safe.

Bobby Jones, 406 Greenwood Blvd, Princeville - asked that the Town work with the Town of Princeville and Edgecombe County to help reduce the crime rate. He discussed the Elevate Edgecombe program. Also discussed in Action Items, Memo 23-35.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

2023-2024 Fiscal Year Budget - A public hearing will be held on the proposed 2023-2024 fiscal year budget. Upon closure of the public hearing, it would be appropriate for Council to take action concerning the FY 2023-2024 budget ordinance.

The Mayor declared the public hearing open.

No one spoke in favor of or against the 2023-2024 Fiscal Year Budget.

Everyone having an opportunity to speak, the Mayor declared the public hearing closed.

Council discussed the proposed budget.

Councilmember Jordan made a motion, which was seconded by Councilman Woodard and passed by a 6 to 1 vote that Council call for question on the proposed budget.

Councilmembers Braxton, Bynum, Jordan, Jenkins, Brown and Woodard voted in favor of the motion. Councilman Taylor voted against the motion.

Council approved the following Ordinance:

ORDINANCE NO. 23-04

TOWN OF TARBORO, NORTH CAROLINA BUDGET ORDINANCE FOR FISCAL YEAR 2023 – 2024

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

7. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Consent Items approved as presented.

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

- (1) Approve minutes of the May 8, 2023 regular meeting.
- (2) Budget Transfers
- (3) Tax Collector's Report

Action Items

(4) Rural Opportunity Institute Update

Graham Palmer, Policy Lead of the Rural Opportunity Institute (ROI) presented an update on Initiatives in Tarboro including the internship program with the Parks and Recreation Department and the trauma-informed training with local law enforcement School Resource Officers. The ROI is offering a free virtual trauma-informed workshop on June 19, 2023, 9:30am - 11:00am.

(5) Elevate Edgecombe Education Forum - Request for Funding

Council approved the request from Princeville Mayor, Bobby Jones, to split the cost of the Elevate Edgecombe Education Forum event with the Town of Princeville and Edgecombe County. The cost of the event is estimated to cost \$10,000. Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion. ; Absent: Burnette

(6) Pinetops Electric System Service Agreement

Council approved the Electric System Service Agreement between the Town of Tarboro and the Town of Pinetops. Alfred Braxton made a motion, which was seconded by Deborah Jordan and Passed, Motion. ; Absent: Burnette

(7) Ordinance - Vacant Property

Council called for a public hearing at the July Town Council meeting to receive public input on the proposed vacant property ordinance. Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion. ; Absent: Burnette

(8) Budget Amendment - I.C.M.A. Economic Mobility & Opportunity Cohort

Council approved the I.C.M.A Economic Mobility & Opportunity Cohort budget amendment. John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion. ; Absent: Burnette

(9) Special Event - Edgecombe Cancer Support Foundation

Council agreed to co-sponsor the Edgecombe Cancer Support Foundation fundraising race on October 28, 2023 and provide in-kind support. Deborah Jordan made a motion, which was seconded by Alfred Braxton and Passed, Motion. ; Abstain: Bynum; Absent: Burnette

8. OTHER REPORTS

A. Town Manager

(1) Reschedule August Town Council Meeting

Troy Lewis requested that Council reschedule the August Council meeting due to the ElectriCities conference, most Councilmembers will be attending the conference. Council rescheduled the August Council meeting from Monday, August 14, 2023 to Monday, August 21, 2023.

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

B. Town Attorney

None.

C. Council Members

Councilman Woodard - acknowledged the meeting flaw during the 2023-2024 FY Budget discussion. A motion was approved to call for question, however, Council continued the discussion. He also stated that he was in favor of addressing the Superior Court Judge to encourage higher bonds be set for repeat offenders.

Councilman Taylor - thanked Mayor Jones for attending and his work with Elevate Edgecombe.

Councilmember Jordan - reminded Council of the Juneteenth Celebration on Monday, June 19, 2023.

Councilman Jenkins - expressed concern with the low bonds the DA's are setting for repeat offenders.

Councilmember Bynum - none.

Councilman Brown - thanked Mayor Jones, Judith Moss and the individuals from the ROI.

Councilman Braxton - stated that he liked the new signage around town.

9. ADJOURNMENT

Meeting adjourned.

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

MINUTES OF A BUDGET STUDY MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 6:00 P.M. ON MONDAY, MAY 15, 2023 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA

MEMBERS PRESENT

| | |
|----------------|---------------|
| Tate Mayo | Mayor |
| Al Braxton | Councilman |
| C.B. Brown | Councilman |
| Steve Burnette | Councilman |
| Sabrina Bynum | Councilmember |
| John Jenkins | Councilman |
| Deborah Jordan | Councilmember |
| Leo Taylor | Councilman |
| Othar Woodard | Councilman |

MEMBERS ABSENT

ALSO PRESENT

| | |
|--------------------|-----------------------|
| Troy Lewis | Town Manager |
| Leslie M. Lunsford | Town Clerk |
| Anne Mann | Finance Director |
| Chip Dickson | Electric Director |
| Lee Bell | Fire Chief |
| Jason Nichols | Public Works Director |
| Rick Mann | Police Chief |
| Catherine Grimm | Planning Director |

1. MEETING CALLED TO ORDER

The meeting was called to order by the Mayor at 6:00 p.m.

2. DISCUSSION OF FY 2023-2024 PROPOSED BUDGET

Troy Lewis, Town Manager, gave an overview of the 2023-2024 FY budget and thanked staff for preparing the budget and Council for their involvement in the budget. He stated that the proposed budget included a \$.05 tax increase, which would be \$.46 per \$100 valuation. The proposed budget also includes a 4% electric rate increase, a 5% water rate increase and a \$2.00 solid waste rate increase. The 2023-2024 FY proposed budget includes a 4% pay plan adjustment and a 2% merit increase.

Councilman Woodard made a motion, which was seconded by Councilman Burnette and passed by a 6 to 2 vote, that the pay plan adjustment be increased to 5% and remove the 2% merit raise. Councilmembers Woodard, Burnette, Jenkins, Jordan, Bynum and Braxton voted for the motion. Councilmembers Taylor and Brown voted against the motion.

The Town Manager and Department Heads answered all questions.

Councilman Brown made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council call for a public hearing to be held at the June Council meeting.

No further Budget Study Sessions were scheduled.

3. ADJOURNMENT

Councilman Taylor made a motion, which was seconded by Councilman Braxton and passed unanimously, that the meeting be adjourned.

To: Troy Lewis, Town Manager

From: Anne Mann, Finance Director

Date: July 5, 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 attached pages for presentation to Town Council.



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT10954 - Budget Transfers for July Council

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|---------------------------------------|-----------------|
| BA0000184 | Adopted by Council | Budget Transfers - Department Request | 6/14/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|----------------------------------|---------------------------------------|------------------|------------|-----------|
| 10-6120-3100 | Auto Supplies | Budget Transfers - Department Request | 8,500.00 | -2,000.00 | 6,500.00 |
| July: -166.67 | October: -166.67 | January: -166.67 | April: -166.67 | | |
| August: -166.67 | November: -166.67 | February: -166.67 | May: -166.67 | | |
| September: -166.67 | December: -166.67 | March: -166.67 | June: -166.63 | | |
| 10-6120-4500 | Contracted Services | Budget Transfers - Department Request | 6,000.00 | 4,000.00 | 10,000.00 |
| 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 | | |
| 10-6120-4900 | Drive In Movies | Budget Transfers - Department Request | 6,000.00 | -2,000.00 | 4,000.00 |
| July: -166.67 | October: -166.67 | January: -166.67 | April: -166.67 | | |
| August: -166.67 | November: -166.67 | February: -166.67 | May: -166.67 | | |
| September: -166.67 | December: -166.67 | March: -166.67 | June: -166.63 | | |
| 10-6120-7400 | Capital Outlay - Equipment | Budget Transfers - Department Request | 31,500.00 | -6,000.00 | 25,500.00 |
| July: -500.00 | October: -500.00 | January: -500.00 | April: -500.00 | | |
| August: -500.00 | November: -500.00 | February: -500.00 | May: -500.00 | | |
| September: -500.00 | December: -500.00 | March: -500.00 | June: -500.00 | | |
| 10-6125-1300 | Utilities | Budget Transfers - Department Request | 20,000.00 | -3,000.00 | 17,000.00 |
| July: -250.00 | October: -250.00 | January: -250.00 | April: -250.00 | | |
| August: -250.00 | November: -250.00 | February: -250.00 | May: -250.00 | | |
| September: -250.00 | December: -250.00 | March: -250.00 | June: -250.00 | | |
| 10-6130-0500 | FICA Tax | Budget Transfers - Department Request | 2,831.00 | 1,000.00 | 3,831.00 |
| 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 | | |
| 10-6130-1120 | Part-Time Wages | Budget Transfers - Department Request | 37,000.00 | 8,500.00 | 45,500.00 |
| July: 708.33 | October: 708.33 | January: 708.33 | April: 708.33 | | |
| August: 708.33 | November: 708.33 | February: 708.33 | May: 708.33 | | |
| September: 708.33 | December: 708.33 | March: 708.33 | June: 708.37 | | |
| 10-6130-1200 | Printing, Publishing, and Public | Budget Transfers - Department Request | 2,500.00 | -2,200.00 | 300.00 |
| July: -183.33 | October: -183.33 | January: -183.33 | April: -183.33 | | |
| August: -183.33 | November: -183.33 | February: -183.33 | May: -183.33 | | |
| September: -183.33 | December: -183.33 | March: -183.33 | June: -183.37 | | |
| 10-6130-1300 | Utilities | Budget Transfers - Department Request | 80,000.00 | -8,500.00 | 71,500.00 |
| July: -708.33 | October: -708.33 | January: -708.33 | April: -708.33 | | |
| August: -708.33 | November: -708.33 | February: -708.33 | May: -708.33 | | |
| September: -708.33 | December: -708.33 | March: -708.33 | June: -708.37 | | |
| 10-6130-1400 | Travel and Training | Budget Transfers - Department Request | 3,200.00 | -1,000.00 | 2,200.00 |
| 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 | | |
| 10-6130-1500 | Maintenance and Repair | Budget Transfers - Department Request | 8,700.00 | 3,000.00 | 11,700.00 |
| July: 250.00 | October: 250.00 | January: 250.00 | April: 250.00 | | |
| August: 250.00 | November: 250.00 | February: 250.00 | May: 250.00 | | |
| September: 250.00 | December: 250.00 | March: 250.00 | June: 250.00 | | |
| 10-6130-7300 | Capital Outlay - Improvements | Budget Transfers - Department Request | 53,250.00 | 2,200.00 | 55,450.00 |
| July: 183.33 | September: 183.33 | November: 183.33 | January: 183.33 | | |
| August: 183.33 | October: 183.33 | December: 183.33 | February: 183.33 | | |

Budget Adjustment Register
Packet: GLPKT10954 - Budget Transfers for July Council

| | | | | | | | |
|------------------------------|--------|-------------------------------|---------------------------------------|-----------|------------|----------|------------|
| March: | 183.33 | April: | 183.33 | May: | 183.33 | June: | 183.37 |
| 10-6135-7300 | | Capital Outlay - Improvements | Budget Transfers - Department Request | | 225,835.00 | 6,000.00 | 231,835.00 |
| July: | 500.00 | October: | 500.00 | January: | 500.00 | April: | 500.00 |
| August: | 500.00 | November: | 500.00 | February: | 500.00 | May: | 500.00 |
| September: | 500.00 | December: | 500.00 | March: | 500.00 | June: | 500.00 |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|--------------------------------------|-----------------|
| BA0000185 | Adopted by Council | Budget Transfer - Department Request | 6/14/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|----------------------------------|--------------------------------------|-----------|------------|-----------|
| 30-7200-1200 | Printing, Publishing, and Public | Budget Transfer - Department Request | 1,000.00 | -500.00 | 500.00 |
| July: | -41.67 | October: | -41.67 | January: | -41.67 |
| August: | -41.67 | November: | -41.67 | February: | -41.67 |
| September: | -41.67 | December: | -41.67 | March: | -41.67 |
| | | | June: | -41.63 | |
| 30-7200-1300 | Utilities | Budget Transfer - Department Request | 22,000.00 | 500.00 | 22,500.00 |
| July: | 41.67 | October: | 41.67 | January: | 41.67 |
| August: | 41.67 | November: | 41.67 | February: | 41.67 |
| September: | 41.67 | December: | 41.67 | March: | 41.67 |
| | | | June: | 41.63 | |
| 30-7200-1400 | Travel and Training | Budget Transfer - Department Request | 14,000.00 | -500.00 | 13,500.00 |
| July: | -41.67 | October: | -41.67 | January: | -41.67 |
| August: | -41.67 | November: | -41.67 | February: | -41.67 |
| September: | -41.67 | December: | -41.67 | March: | -41.67 |
| | | | June: | -41.63 | |
| 30-7200-3300 | Department Supplies And Mat | Budget Transfer - Department Request | 8,000.00 | 500.00 | 8,500.00 |
| July: | 41.67 | October: | 41.67 | January: | 41.67 |
| August: | 41.67 | November: | 41.67 | February: | 41.67 |
| September: | 41.67 | December: | 41.67 | March: | 41.67 |
| | | | June: | 41.63 | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|-------------------|--------------------|------------------------------|-------------------------------------|------------|------------|------------|
| As Adopted | Adopted by Council | 10-6120-3100 | Auto Supplies | 8,500.00 | -2,000.00 | 6,500.00 |
| | | 10-6120-4500 | Contracted Services | 6,000.00 | 4,000.00 | 10,000.00 |
| | | 10-6120-4900 | Drive In Movies | 6,000.00 | -2,000.00 | 4,000.00 |
| | | 10-6120-7400 | Capital Outlay - Equipment | 31,500.00 | -6,000.00 | 25,500.00 |
| | | 10-6125-1300 | Utilities | 20,000.00 | -3,000.00 | 17,000.00 |
| | | 10-6130-0500 | FICA Tax | 2,831.00 | 1,000.00 | 3,831.00 |
| | | 10-6130-1120 | Part-Time Wages | 37,000.00 | 8,500.00 | 45,500.00 |
| | | 10-6130-1200 | Printing, Publishing, and Public Ed | 2,500.00 | -2,200.00 | 300.00 |
| | | 10-6130-1300 | Utilities | 80,000.00 | -8,500.00 | 71,500.00 |
| | | 10-6130-1400 | Travel and Training | 3,200.00 | -1,000.00 | 2,200.00 |
| | | 10-6130-1500 | Maintenance and Repair | 8,700.00 | 3,000.00 | 11,700.00 |
| | | 10-6130-7300 | Capital Outlay - Improvements | 53,250.00 | 2,200.00 | 55,450.00 |
| | | 10-6135-7300 | Capital Outlay - Improvements | 225,835.00 | 6,000.00 | 231,835.00 |
| | | 30-7200-1200 | Printing, Publishing, and Public Ed | 1,000.00 | -500.00 | 500.00 |
| | | 30-7200-1300 | Utilities | 22,000.00 | 500.00 | 22,500.00 |
| | | 30-7200-1400 | Travel and Training | 14,000.00 | -500.00 | 13,500.00 |
| | | 30-7200-3300 | Department Supplies And Materia | 8,000.00 | 500.00 | 8,500.00 |
| As Adopted Total: | | | | 530,316.00 | 0.00 | 530,316.00 |
| Grand Total: | | | | 530,316.00 | 0.00 | 530,316.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|------------|------------|------------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 485,316.00 | 0.00 | 485,316.00 |
| 30 | 45,000.00 | 0.00 | 45,000.00 |
| Budget Code As Adopted Total: | 530,316.00 | 0.00 | 530,316.00 |
| Grand Total: | 530,316.00 | 0.00 | 530,316.00 |



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT11112 - Budget Transfers for July Council Meeting

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|---------------------------------------|-----------------|
| BA0000188 | Adopted by Council | Budget Transfers - Department Request | 6/22/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|-------------------------------|---------------------------------------|------------------|------------|------------|
| 10-4380-1110 | Overtime | Budget Transfers - Department Reques | 8,800.00 | 700.00 | 9,500.00 |
| July: 58.33 | October: 58.33 | January: 58.33 | April: 58.33 | | |
| August: 58.33 | November: 58.33 | February: 58.33 | May: 58.33 | | |
| September: 58.33 | December: 58.33 | March: 58.33 | June: 58.37 | | |
| 10-4380-1300 | Utilities | Budget Transfers - Department Reques | 4,000.00 | -700.00 | 3,300.00 |
| July: -58.33 | October: -58.33 | January: -58.33 | April: -58.33 | | |
| August: -58.33 | November: -58.33 | February: -58.33 | May: -58.33 | | |
| September: -58.33 | December: -58.33 | March: -58.33 | June: -58.37 | | |
| 10-4520-1100 | Salaries and Wages | Budget Transfers - Department Reques | 184,000.00 | 15,000.00 | 199,000.00 |
| July: 1,250.00 | October: 1,250.00 | January: 1,250.00 | April: 1,250.00 | | |
| August: 1,250.00 | November: 1,250.00 | February: 1,250.00 | May: 1,250.00 | | |
| September: 1,250.00 | December: 1,250.00 | March: 1,250.00 | June: 1,250.00 | | |
| 10-4520-1301 | Utilities - Public Lighting | Budget Transfers - Department Reques | 92,300.00 | -15,000.00 | 77,300.00 |
| July: -1,250.00 | October: -1,250.00 | January: -1,250.00 | April: -1,250.00 | | |
| August: -1,250.00 | November: -1,250.00 | February: -1,250.00 | May: -1,250.00 | | |
| September: -1,250.00 | December: -1,250.00 | March: -1,250.00 | June: -1,250.00 | | |
| 31-7100-1110 | Overtime | Budget Transfers - Department Reques | 126,000.00 | 7,000.00 | 133,000.00 |
| July: 583.33 | October: 583.33 | January: 583.33 | April: 583.33 | | |
| August: 583.33 | November: 583.33 | February: 583.33 | May: 583.33 | | |
| September: 583.33 | December: 583.33 | March: 583.33 | June: 583.37 | | |
| 31-7100-4500 | Contracted Services | Budget Transfers - Department Reques | 0.00 | 7,155.00 | 7,155.00 |
| July: 596.25 | October: 596.25 | January: 596.25 | April: 596.25 | | |
| August: 596.25 | November: 596.25 | February: 596.25 | May: 596.25 | | |
| September: 596.25 | December: 596.25 | March: 596.25 | June: 596.25 | | |
| 31-7110-1600 | Maintenance & Repair Equipm | Budget Transfers - Department Reques | 52,000.00 | -14,155.00 | 37,845.00 |
| July: -1,179.58 | October: -1,179.58 | January: -1,179.58 | April: -1,179.58 | | |
| August: -1,179.58 | November: -1,179.58 | February: -1,179.58 | May: -1,179.58 | | |
| September: -1,179.58 | December: -1,179.58 | March: -1,179.58 | June: -1,179.62 | | |
| 33-7300-4500 | Contracted Services | Budget Transfers - Department Request | 0.00 | 1,000.00 | 1,000.00 |
| 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 | | |
| 33-7300-7300 | Capital Outlay - Improvements | Budget Transfers - Department Reques | 131,000.00 | -1,000.00 | 130,000.00 |
| 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 | | |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|---------------------------------------|-----------------|
| BA0000189 | Adopted by Council | Budget Transfers - Department Request | 6/22/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|--------------------|---------------------------------------|---------------|------------|-----------|
| 10-4250-1100 | Salaries and Wages | Budget Transfers - Department Request | 46,400.00 | 2,500.00 | 48,900.00 |
| 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 | | |

Budget Adjustment Register

Packet: GLPKT11112 - Budget Transfers for July Council Meeting

[10-4250-3100](#)

July: 250.00
August: 250.00
September: 250.00

Auto Supplies

October: 250.00
November: 250.00
December: 250.00

Budget Transfers - Department Request

January: 250.00
February: 250.00
March: 250.00

2,700.00 3,000.00 5,700.00

April: 250.00
May: 250.00
June: 250.00

[10-4260-1500](#)

July: 125.00
August: 125.00
September: 125.00

Maintenance and Repair

October: 125.00
November: 125.00
December: 125.00

Budget Transfers - Department Request

January: 125.00
February: 125.00
March: 125.00

66,275.00 1,500.00 67,775.00

April: 125.00
May: 125.00
June: 125.00

[10-4260-3300](#)

July: 125.00
August: 125.00
September: 125.00

Department Supplies And Mat

October: 125.00
November: 125.00
December: 125.00

Budget Transfers - Department Request

January: 125.00
February: 125.00
March: 125.00

30,000.00 1,500.00 31,500.00

April: 125.00
May: 125.00
June: 125.00

[10-4260-4500](#)

July: -250.00
August: -250.00
September: -250.00

Contracted Services

October: -250.00
November: -250.00
December: -250.00

Budget Transfers - Department Request

January: -250.00
February: -250.00
March: -250.00

16,500.00 -3,000.00 13,500.00

April: -250.00
May: -250.00
June: -250.00

[10-4520-1110](#)

July: -208.33
August: -208.33
September: -208.33

Overtime

October: -208.33
November: -208.33
December: -208.33

Budget Transfers - Department Request

January: -208.33
February: -208.33
March: -208.33

20,000.00 -2,500.00 17,500.00

April: -208.33
May: -208.33
June: -208.37

[10-4520-3600](#)

July: -250.00
August: -250.00
September: -250.00

Uniforms

October: -250.00
November: -250.00
December: -250.00

Budget Transfers - Department Request

January: -250.00
February: -250.00
March: -250.00

12,500.00 -3,000.00 9,500.00

April: -250.00
May: -250.00
June: -250.00

[31-7110-3300](#)

July: -708.33
August: -708.33
September: -708.33

Department Supplies And Mat

October: -708.33
November: -708.33
December: -708.33

Budget Transfers - Department Request

January: -708.33
February: -708.33
March: -708.33

364,940.00 -8,500.00 356,440.00

April: -708.33
May: -708.33
June: -708.37

[31-7110-7400](#)

July: 708.33
August: 708.33
September: 708.33

Capital Outlay - Equipment

October: 708.33
November: 708.33
December: 708.33

Budget Transfers - Department Request

January: 708.33
February: 708.33
March: 708.33

125,000.00 8,500.00 133,500.00

April: 708.33
May: 708.33
June: 708.37

Adjustment Number

Budget Code

Description

Adjustment Date

BA0000190 Adopted by Council Budget Transfers - Department Request 6/6/2023

Summary Description:

Account Number

[30-7200-1400](#)

July: 41.67
August: 41.67
September: 41.67

Account Name

Travel and Training

October: 41.67
November: 41.67
December: 41.67

Adjustment Description

Budget Transfers - Department Request

January: 41.67
February: 41.67
March: 41.67

13,500.00 500.00 14,000.00

April: 41.67
May: 41.67
June: 41.63

[30-7200-3300](#)

July: 166.67
August: 166.67
September: 166.67

Department Supplies And Mat

October: 166.67
November: 166.67
December: 166.67

Budget Transfers - Department Request

January: 166.67
February: 166.67
March: 166.67

8,500.00 2,000.00 10,500.00

April: 166.67
May: 166.67
June: 166.63

[30-7200-4300](#)

July: -41.67
August: -41.67
September: -41.67

Professional Services

October: -41.67
November: -41.67
December: -41.67

Budget Transfers - Department Request

January: -41.67
February: -41.67
March: -41.67

5,000.00 -500.00 4,500.00

April: -41.67
May: -41.67
June: -41.63

[30-7200-8306](#)

July: -16.67
August: -16.67
September: -16.67

Marketing and Economic Devel

October: -16.67
November: -16.67
December: -16.67

Budget Transfers - Department Request

January: -16.67
February: -16.67
March: -16.67

10,000.00 -200.00 9,800.00

April: -16.67
May: -16.67
June: -16.63

[30-7210-3301](#)

July: 16.67
August: 16.67

Safety Supplies

September: 16.67
October: 16.67

Budget Transfers - Department Request

November: 16.67
December: 16.67

18,000.00 200.00 18,200.00

January: 16.67
February: 16.67

Budget Adjustment Register

Packet: GLPKT11112 - Budget Transfers for July Council Meeting

| | | | | | | | |
|------------------------------|---------|-----------------------------|---------------------------------------|-----------|---------------|-----------|---------------|
| March: | 16.67 | April: | 16.67 | May: | 16.67 | June: | 16.63 |
| 30-7230-4800 | | Purchased Power - Wholesale | Budget Transfers - Department Request | | 16,502,000.00 | -2,000.00 | 16,500,000.00 |
| July: | -166.67 | October: | -166.67 | January: | -166.67 | April: | -166.67 |
| August: | -166.67 | November: | -166.67 | February: | -166.67 | May: | -166.67 |
| September: | -166.67 | December: | -166.67 | March: | -166.67 | June: | -166.63 |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|------------|--------------------|------------------------------|---------------------------------|----------------------|-------------|----------------------|
| As Adopted | Adopted by Council | 10-4250-1100 | Salaries and Wages | 46,400.00 | 2,500.00 | 48,900.00 |
| | | 10-4250-3100 | Auto Supplies | 2,700.00 | 3,000.00 | 5,700.00 |
| | | 10-4260-1500 | Maintenance and Repair | 66,275.00 | 1,500.00 | 67,775.00 |
| | | 10-4260-3300 | Department Supplies And Materia | 30,000.00 | 1,500.00 | 31,500.00 |
| | | 10-4260-4500 | Contracted Services | 16,500.00 | -3,000.00 | 13,500.00 |
| | | 10-4380-1110 | Overtime | 8,800.00 | 700.00 | 9,500.00 |
| | | 10-4380-1300 | Utilities | 4,000.00 | -700.00 | 3,300.00 |
| | | 10-4520-1100 | Salaries and Wages | 184,000.00 | 15,000.00 | 199,000.00 |
| | | 10-4520-1110 | Overtime | 20,000.00 | -2,500.00 | 17,500.00 |
| | | 10-4520-1301 | Utilities - Public Lighting | 92,300.00 | -15,000.00 | 77,300.00 |
| | | 10-4520-3600 | Uniforms | 12,500.00 | -3,000.00 | 9,500.00 |
| | | 30-7200-1400 | Travel and Training | 13,500.00 | 500.00 | 14,000.00 |
| | | 30-7200-3300 | Department Supplies And Materia | 8,500.00 | 2,000.00 | 10,500.00 |
| | | 30-7200-4300 | Professional Services | 5,000.00 | -500.00 | 4,500.00 |
| | | 30-7200-8306 | Marketing and Economic Develop | 10,000.00 | -200.00 | 9,800.00 |
| | | 30-7210-3301 | Safety Supplies | 18,000.00 | 200.00 | 18,200.00 |
| | | 30-7230-4800 | Purchased Power - Wholesale | 16,502,000.00 | -2,000.00 | 16,500,000.00 |
| | | 31-7100-1110 | Overtime | 126,000.00 | 7,000.00 | 133,000.00 |
| | | 31-7100-4500 | Contracted Services | 0.00 | 7,155.00 | 7,155.00 |
| | | 31-7110-1600 | Maintenance & Repair Equipment | 52,000.00 | -14,155.00 | 37,845.00 |
| | | 31-7110-3300 | Department Supplies And Materia | 364,940.00 | -8,500.00 | 356,440.00 |
| | | 31-7110-7400 | Capital Outlay - Equipment | 125,000.00 | 8,500.00 | 133,500.00 |
| | | 33-7300-4500 | Contracted Services | 0.00 | 1,000.00 | 1,000.00 |
| | | 33-7300-7300 | Capital Outlay - Improvements | 131,000.00 | -1,000.00 | 130,000.00 |
| | | | As Adopted Total: | 17,839,415.00 | 0.00 | 17,839,415.00 |
| | | | Grand Total: | 17,839,415.00 | 0.00 | 17,839,415.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|---------------|------------|---------------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 483,475.00 | 0.00 | 483,475.00 |
| 30 | 16,557,000.00 | 0.00 | 16,557,000.00 |
| 31 | 667,940.00 | 0.00 | 667,940.00 |
| 33 | 131,000.00 | 0.00 | 131,000.00 |
| Budget Code As Adopted Total: | 17,839,415.00 | 0.00 | 17,839,415.00 |
| Grand Total: | 17,839,415.00 | 0.00 | 17,839,415.00 |



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT10963 - Budget Transfers - July Council Meeting

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|--|-----------------|
| BA0000186 | Adopted by Council | Budget Transfer - Per Department Request | 6/14/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|------------------------|--|----------------|------------|-----------|
| 10-6125-1500 | Maintenance and Repair | Budget Transfer - Per Department Request | 8,500.00 | 3,000.00 | 11,500.00 |
| July: 250.00 | October: 250.00 | January: 250.00 | April: 250.00 | | |
| August: 250.00 | November: 250.00 | February: 250.00 | May: 250.00 | | |
| September: 250.00 | December: 250.00 | March: 250.00 | June: 250.00 | | |
| 10-6130-1500 | Maintenance and Repair | Budget Transfer - Per Department Request | 11,700.00 | -3,000.00 | 8,700.00 |
| July: -250.00 | October: -250.00 | January: -250.00 | April: -250.00 | | |
| August: -250.00 | November: -250.00 | February: -250.00 | May: -250.00 | | |
| September: -250.00 | December: -250.00 | March: -250.00 | June: -250.00 | | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|------------|--------------------|------------------------------|------------------------|-----------|------------|-----------|
| As Adopted | Adopted by Council | 10-6125-1500 | Maintenance and Repair | 8,500.00 | 3,000.00 | 11,500.00 |
| | | 10-6130-1500 | Maintenance and Repair | 11,700.00 | -3,000.00 | 8,700.00 |
| | | | As Adopted Total: | 20,200.00 | 0.00 | 20,200.00 |
| | | | Grand Total: | 20,200.00 | 0.00 | 20,200.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|-----------|------------|-----------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 20,200.00 | 0.00 | 20,200.00 |
| Budget Code As Adopted Total: | 20,200.00 | 0.00 | 20,200.00 |
| Grand Total: | 20,200.00 | 0.00 | 20,200.00 |



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT11167 - Budget Transfers - July Council Meeting

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|--------------------------------------|-----------------|
| BA0000191 | Adopted by Council | Budgt Transfers - Department Request | 6/28/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|-------------------------------|--------------------------------------|----------------|------------|-----------|
| 10-4310-1600 | Maintenance & Repair Equipm | Budgt Transfers - Department Request | 48,200.00 | -10,000.00 | 38,200.00 |
| July: -833.33 | October: -833.33 | January: -833.33 | April: -833.33 | | |
| August: -833.33 | November: -833.33 | February: -833.33 | May: -833.33 | | |
| September: -833.33 | December: -833.33 | March: -833.33 | June: -833.37 | | |
| 10-4310-3100 | Auto Supplies | Budgt Transfers - Department Request | 35,000.00 | 10,000.00 | 45,000.00 |
| July: 833.33 | October: 833.33 | January: 833.33 | April: 833.33 | | |
| August: 833.33 | November: 833.33 | February: 833.33 | May: 833.33 | | |
| September: 833.33 | December: 833.33 | March: 833.33 | June: 833.37 | | |
| 10-6120-1300 | Utilities | Budgt Transfers - Department Request | 96,000.00 | -4,000.00 | 92,000.00 |
| 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 | | |
| 10-6120-7300 | Capital Outlay - Improvements | Budgt Transfers - Department Request | 46,000.00 | 4,000.00 | 50,000.00 |
| 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 | | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|------------|--------------------|------------------------------|--------------------------------|------------|------------|------------|
| As Adopted | Adopted by Council | 10-4310-1600 | Maintenance & Repair Equipment | 48,200.00 | -10,000.00 | 38,200.00 |
| | | 10-4310-3100 | Auto Supplies | 35,000.00 | 10,000.00 | 45,000.00 |
| | | 10-6120-1300 | Utilities | 96,000.00 | -4,000.00 | 92,000.00 |
| | | 10-6120-7300 | Capital Outlay - Improvements | 46,000.00 | 4,000.00 | 50,000.00 |
| | | As Adopted Total: | | 225,200.00 | 0.00 | 225,200.00 |
| | | Grand Total: | | 225,200.00 | 0.00 | 225,200.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|------------|------------|------------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 225,200.00 | 0.00 | 225,200.00 |
| Budget Code As Adopted Total: | 225,200.00 | 0.00 | 225,200.00 |
| Grand Total: | 225,200.00 | 0.00 | 225,200.00 |



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT11218 - Budget Transfers - July Council Meeting

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|--|-----------------|
| BA0000192 | Adopted by Council | Budget Transfer - Per Department Request | 6/30/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|-----------------------------|--|----------------|------------|-----------|
| 10-4900-1120 | Part-Time Wages | Budget Transfer - Per Department Request | 1,000.00 | -1,000.00 | 0.00 |
| 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 | | |
| 10-4900-1250 | Publishing And Advertising | Budget Transfer - Per Department Request | 3,000.00 | 1,000.00 | 4,000.00 |
| 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 | | |
| 10-4900-1400 | Travel and Training | Budget Transfer - Per Department Request | 16,470.00 | 2,500.00 | 18,970.00 |
| 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 | | |
| 10-4900-3300 | Department Supplies And Mat | Budget Transfer - Per Department Request | 5,500.00 | 7,500.00 | 13,000.00 |
| July: 625.00 | October: 625.00 | January: 625.00 | April: 625.00 | | |
| August: 625.00 | November: 625.00 | February: 625.00 | May: 625.00 | | |
| September: 625.00 | December: 625.00 | March: 625.00 | June: 625.00 | | |
| 10-4900-4300 | Professional Services | Budget Transfer - Per Department Request | 6,500.00 | -5,500.00 | 1,000.00 |
| July: -458.33 | October: -458.33 | January: -458.33 | April: -458.33 | | |
| August: -458.33 | November: -458.33 | February: -458.33 | May: -458.33 | | |
| September: -458.33 | December: -458.33 | March: -458.33 | June: -458.37 | | |
| 10-4900-8306 | Marketing Tarboro | Budget Transfer - Per Department Request | 61,925.00 | -4,500.00 | 57,425.00 |
| 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 | | |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|--|-----------------|
| BA0000193 | Adopted by Council | Budget Transfer - Per Department Request | 6/30/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|-----------------------------|--|---------------|------------|-----------|
| 10-4380-1100 | Salaries and Wages | Budget Transfer - Per Department Request | 52,750.00 | 1,000.00 | 53,750.00 |
| 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 | | |
| 10-4520-1301 | Utilities - Public Lighting | Budget Transfer - Per Department Request | 77,300.00 | -1,000.00 | 76,300.00 |
| 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 | | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|-------------------|--------------------|------------------------------|---------------------------------|------------|------------|------------|
| As Adopted | Adopted by Council | 10-4380-1100 | Salaries and Wages | 52,750.00 | 1,000.00 | 53,750.00 |
| | | 10-4520-1301 | Utilities - Public Lighting | 77,300.00 | -1,000.00 | 76,300.00 |
| | | 10-4900-1120 | Part-Time Wages | 1,000.00 | -1,000.00 | 0.00 |
| | | 10-4900-1250 | Publishing And Advertising | 3,000.00 | 1,000.00 | 4,000.00 |
| | | 10-4900-1400 | Travel and Training | 16,470.00 | 2,500.00 | 18,970.00 |
| | | 10-4900-3300 | Department Supplies And Materia | 5,500.00 | 7,500.00 | 13,000.00 |
| | | 10-4900-4300 | Professional Services | 6,500.00 | -5,500.00 | 1,000.00 |
| | | 10-4900-8306 | Marketing Tarboro | 61,925.00 | -4,500.00 | 57,425.00 |
| As Adopted Total: | | | | 224,445.00 | 0.00 | 224,445.00 |
| Grand Total: | | | | 224,445.00 | 0.00 | 224,445.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|------------|------------|------------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 224,445.00 | 0.00 | 224,445.00 |
| Budget Code As Adopted Total: | 224,445.00 | 0.00 | 224,445.00 |
| Grand Total: | 224,445.00 | 0.00 | 224,445.00 |



Town of Tarboro

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT11219 - Budget Transfers - July Council Meeting

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|--------------------|---|-----------------|
| BA0000194 | Adopted by Council | Budget Transfers - Per Department Request | 6/30/2023 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|------------------------------|--------------------------------|---|----------------|------------|------------|
| 10-4120-5400 | Insurance and Bonds | Budget Transfers - Per Department Request | 449,000.00 | 9,000.00 | 458,000.00 |
| July: 750.00 | October: 750.00 | January: 750.00 | April: 750.00 | | |
| August: 750.00 | November: 750.00 | February: 750.00 | May: 750.00 | | |
| September: 750.00 | December: 750.00 | March: 750.00 | June: 750.00 | | |
| 10-4140-4400 | Tax Foreclosure & Demolition C | Budget Transfers - Per Department Request | 30,000.00 | -9,000.00 | 21,000.00 |
| July: -750.00 | October: -750.00 | January: -750.00 | April: -750.00 | | |
| August: -750.00 | November: -750.00 | February: -750.00 | May: -750.00 | | |
| September: -750.00 | December: -750.00 | March: -750.00 | June: -750.00 | | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|------------|--------------------|------------------------------|-----------------------------------|------------|------------|------------|
| As Adopted | Adopted by Council | 10-4120-5400 | Insurance and Bonds | 449,000.00 | 9,000.00 | 458,000.00 |
| | | 10-4140-4400 | Tax Foreclosure & Demolition Cost | 30,000.00 | -9,000.00 | 21,000.00 |
| | | | As Adopted Total: | 479,000.00 | 0.00 | 479,000.00 |
| | | | Grand Total: | 479,000.00 | 0.00 | 479,000.00 |

Fund Summary

| Fund | Before | Adjustment | After |
|---|------------|------------|------------|
| Budget Code:As Adopted - Adopted by Council Fiscal: 2022-2023 | | | |
| 10 | 479,000.00 | 0.00 | 479,000.00 |
| Budget Code As Adopted Total: | 479,000.00 | 0.00 | 479,000.00 |
| Grand Total: | 479,000.00 | 0.00 | 479,000.00 |

TOWN OF TARBORO, NORTH CAROLINA

TAX COLLECTOR'S REPORT

For the Year Ended June 30, 2023

| Levy | Current Fiscal | COLLECTIONS | | Uncollected | Collected |
|-------------------------|----------------|-------------|--------------|--------------------------|------------|
| | | This | Fiscal | | |
| Year | Year Charges | Month | Year-To-Date | Balance | Percentage |
| 2022 | 3,592,892.40 | 32,719.97 | 3,483,858.93 | 109,033.47 | 96.97% |
| 2021 | 172,810.00 | 8,983.53 | 82,806.73 | 90,003.27 | 97.43% |
| 2020 | 62,229.00 | 3,697.01 | 21,637.69 | 40,591.31 | 98.78% |
| 2019 | 33,359.00 | 485.88 | 6,876.16 | 26,482.84 | 99.19% |
| 2018 | 22,649.00 | 1,201.59 | 4,747.91 | 17,901.09 | 99.45% |
| 2017 | 12,943.00 | 409.55 | 2,209.15 | 10,733.85 | 99.67% |
| 2016 | 12,231.00 | 0.00 | 938.95 | 11,292.05 | 99.66% |
| 2015 | 10,369.00 | 262.84 | 1,273.93 | 9,095.07 | 99.73% |
| 2014 | 7,838.00 | 0.00 | 828.38 | 7,009.62 | 99.79% |
| 2013 | 7,755.00 | 77.03 | 134.43 | 7,620.57 | 99.78% |
| Prior | 60,496.00 | 377.95 | 677.37 | 59,818.63 | - |
| Subtotal | 3,995,571.40 | 48,215.35 | 3,605,989.63 | 389,581.77 | |
| | | 5,665.74 | 36,861.01 | <== Interest on Taxes | |
| Net Tax Collections ==> | | 53,881.09 | 3,642,850.64 | | |
| | | 0.00 | 340.00 | <== Beer & Wine Licenses | |
| TOTAL COLLECTED ==> | | 53,881.09 | 3,643,190.64 | | |

prepared by: Leslie M. Lunsford, Collector of Revenue



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Bid Award - Digger Derrick Truck

Date: 7/10/2023

Memo Number: 23-40

The Electric Department will be replacing the 1999 Digger Derrick. Funding for the truck's purchase was included in the Town's Budget for FY 2023-2024. Altec Industries through Sourcewell submitted a quote for purchase and the unit description and standard specifications are attached.

It is recommendation that Council award the bid to Altec Industries through the Sourcewell contract in the amount of \$372,102 for purchase of the 2023 Digger Derrick truck and authorize appropriate staff to execute the necessary contracts and/or procurement documents.

ATTACHMENTS:

| Description | Upload Date | Type |
|----------------------------|-------------|------------|
| 2023 Derrick | 7/3/2023 | Cover Memo |
| Digger Derrick Description | 7/3/2023 | Cover Memo |

Quoted for: Town Of Tarboro
Customer Contact: Chip Dickson
Phone: / **Email:** 252-883-7003 / cdickson@tarboro-nc.nc
Quoted by: Zach Johnson
Phone: / **Email:** 540-520-3084 / Zachery.Johnson@Altec.com
Altec Account Manager: Brian Carnahan

| REFERENCE ALTEC MODEL | Sourcewell Price |
|-------------------------|------------------|
| DT65 65' Digger Derrick | \$395,105 |

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

| | | | |
|---|----------|-----------------|----------|
| 1 | DT65-AWD | All Wheel Drive | \$30,591 |
|---|----------|-----------------|----------|

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

SOURCEWELL OPTIONS TOTAL: \$425,696

(B.) OPEN MARKET ITEMS (Customer Requested)

| | | | |
|-----------------------------------|----------------------|--|------------------|
| 1 | UNIT | None | \$0 |
| 2 | UNIT & HYDRAULIC ACC | Winch Recovery, Braden PD18, 200' of Winch Cable, Dual Location Winch Controls, Quick Hook (5 Ton) | \$12,654 |
| 3 | BODY | Predesigned Body/ 2023 Model Adjustment | -\$314 |
| 4 | BODY & CHASSIS ACC | None | \$0 |
| 5 | ELECTRICAL | None | \$0 |
| 6 | FINISHING | None | \$0 |
| 7 | CHASSIS | 2023 Freightliner M2-106 6x6 Auto | \$10,786 |
| 8 | OTHER | 2023 Altec Model Year Adjustment | -\$77,455 |
| OPEN MARKET OPTIONS TOTAL: | | | -\$54,329 |

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$371,367
Delivery to Customer: \$735

TOTAL FOR UNIT/BODY/CHASSIS: \$372,102

Pricing valid for 45 days

NOTES

PRICING: Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model year beyond the current open order bank, should be considered estimates only. Altec's turn-key pricing is subject to change in accordance with chassis pricing received from the OEM. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM and that chassis price difference will be passed through to the customer.

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: No later than **1-2** months ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Please ask your Altec Account Manager for more information

BUILD LOCATION: Roanoke, VA

June 27, 2023
Our 94th Year**Ship To:**TOWN OF TARBORO
FIELD SERVICE
TARBORO, NC 27886
US**Bill To:**TOWN OF TARBORO
PO BOX 220
TARBORO, NC 27886
United StatesAttn:
Phone:
Email:**Altec Quotation Number:** 1335834 - 2
Account Manager: Brian Wesley Carnahan
Technical Sales Rep: Zachery Johnson

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|--|------------|--------------|
| | <u>Unit</u> | | |
| 1. | DT65, Hydraulic Derrick, designed for mounting over the rear axle, in accordance with the standard specifications and to include the following features | 1 | |
| | A. Pole Setting Sheave Height: 65 feet | | |
| | B. Maximum Horizontal Reach from centerline of rotation: 56 feet, 2 inches | | |
| | C. Digging Radius from centerline of rotation. Minimum: 21 feet 8 inches, Maximum: 35 feet, 10 inches | | |
| | D. Side Load Protection: helps prevent overload conditions on rotation system due to excessive side load. | | |
| | E. Hydraulic Overload Protection System (HOP): activates when unit is exposed to overload conditions. System prevents actuation of all functions that could add to the overload condition, including: Boom lower, intermediate boom extend, 3rd stage extend, winch raise and auger dig. System automatically resets when overload condition is relieved | | |
| | F. Lift Capacity at 10 Ft. Radius: 21,051 lbs. (Without optional equipment installed). See complete load chart for capacities with installed options. | | |
| | G. Boom Articulation: -15 to 80 degrees | | |
| | H. Continuous Rotation: with planetary drive gearbox and RotaFloat | | |
| | I. Hydraulic System: closed-center, pressure-compensating, load-sensing design to provide the required hydraulic flow and pressure on demand | | |
| | J. Transferable Hydraulic Pole Guides and Steel Boom Flares at the boom tip. Pole guides are hydraulically powered for open, close, and tilt and can provision up to a 24" pole. | | |
| | K. Hydraulically powered, fiberglass 3rd stage rated to 46KV and below. | | |
| | L. Auger Stow Protection: Limits the upward travel of the auger as it reaches the top of the auger stow latch to prevent an overstay condition. | | |
| | M. Designed and tested to meet safety factors in accordance with ANSI 10.31. | | |
| | N. Manuals: Two (2) operator and Maintenance/Parts manuals | | |
| 2. | Rear Mount | 1 | |
| 3. | Subbase For DT65 With Radial Outriggers On Standard Chassis | 1 | |

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|---|------------|--------------|
| 4. | Outriggers | 1 | |
| | A. Outrigger Motion Alarm: Provides audible alarm when any of the outriggers are in motion. | | |
| | B. Outrigger Controls: Hydraulic controls located at each rear corner of tailshelf providing a line-of-sight from the controls to the outrigger contact zone. | | |
| 5. | Turntable Winch | 1 | |
| 6. | 15k Single Speed Planetary Winch | 1 | |
| 7. | 175 - Digger Derrick Use Only (NO Personnel Handling) | 1 | |
| 8. | Right Hand Digger Storage | 1 | |
| 9. | 15K Two Speed HydraSync Digger Drive System | 1 | |
| 10. | Boom Tip Sheaves for Synthetic Load Line | 1 | |
| 11. | Foot Throttle | 1 | |
| 12. | No Tool Circuit at Boom Tip | 1 | |
| 13. | Pole Guides And Transferable Flares | 1 | |
| 14. | 134 - Altec Rotafloat System | 1 | |
| 15. | Pole Guide Tongs For 24 In Dia Pole Maximum | 1 | |
| 16. | Pedestal-Mounted Ring Steps For Riding Seat Access | 1 | |
| 17. | 2.63 in Hex Output Shaft With 2.63 in Hex Extension Shaft | 1 | |
| 18. | Dedicated digger shake command that provides rapid dig/clean reversing function for quick and convenient auger cleaning. | 1 | |
| 19. | Hydraulic Side Load Protection: relieves overload conditions by allowing rotation system to back drive. | 1 | |
| 20. | Full-View, Single T-handle Riding Seat with Pilot Operated Controls | 1 | |
| 21. | Manual Hydraulic Outrigger Controls | 1 | |
| 22. | Capacity Chart DT65 THD (With Digger) | 1 | |
| 23. | Altec Powder Paint Process | 1 | |
| 24. | Base Boom and Turntable Painted White (Standard) | 1 | |
| 25. | Subbase Painted Black (Standard) | 1 | |
| 26. | Upper Booms Painted White (Standard) | 1 | |
| 27. | Outrigger Legs Painted White (Standard) | 1 | |

Unit & Hydraulic Acc.

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|---|------------|--------------|
| 28. | Dirt Auger, 24 Inch DIA, With 2-5/8 Inch Hex X 104 Inch Long (Painted Black) | 1 | |
| 29. | Synthetic Rope, 150 FT Of 1" Diameter | 1 | |
| 30. | DT65 Subbase Installation Components | 1 | |
| 31. | Load Line Swivel Hook, 8-1/2 Ton (Crosby) | 1 | |
| 32. | HVI-22 Hydraulic Oil (Standard). | 120 | |
| 33. | 100 Gallon Reservoir With Sight Gauge | 1 | |
| 34. | Standard Pump For PTO | 1 | |
| 35. | Hot shift PTO for automatic transmission | 1 | |
| 36. | Altec PTO/Transmission Functionality with Winch Recovery for Allison Automatic Transmissions: -Once the PTO switch is on and transmission is in first, neutral, or reverse the PTO will engage. -Once the Parking Brake is engaged and the transmission is in a near stationary condition (i.e., below 5 mph) the transmission will be forced into neutral. -PTO will disengage when RPM limits are exceeded (chassis speed of approximately 5 mph). | 1 | |
| 37. | Standard Parking Brake Machine Interlock | 1 | |
| 38. | Braden PD18 Hydraulic Front Winch And Bumper Package. 20,000 LB Planetary, Single-Speed Winch With Tool Box And RH Extended Shaft. Includes emergency stop switch mounted near winch, with indicator light in cab. | 1 | |
| 39. | 200' Of 1/2" Winch Cable | 1 | |
| 40. | Quick Hook (5 TON) | 1 | |
| 41. | Winch Controls, Dual Location (In-Cab And Remote Mounted), Air, Single Axis Control Levers (Non-Meterable), Altec Preferred Dual Location Air Controllers | 1 | |
| 42. | Altec recommends any connection made to the tool circuit be done with Non-Conductive hose. If ordering a Hose reel, Altec recommends ordering a hose reel with Non-Conductive hose. The lower tool circuit hoses may be, or become, conductive. Death or serious injury could occur if the unit becomes energized while lower tool circuit is in use. | 1 | |
| 43. | Spring Loaded Hose Reel, 50 FT Hose Capacity Installed on tailshelf, offset to streetside. | 1 | |
| 44. | Install Tool Circuit For Hose Reel Installation, Below Rotation (Male Pressure, Female Return -Installed at Hose Reel) | 1 | |
| 45. | 50' Non-Conductive Hose Kit, Orange, Includes Quick Disconnects and Dust Caps (Male Pressure, Female Return) | 1 | |

Body

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|--|------------|--------------|
| 46. | <p>161 inch Flatbed, suitable for installing on any 6x6 chassis with an approximate CT dimension of 150-152 inches, built to the following specifications:</p> <ul style="list-style-type: none"> A. Basic flatbed fabricated from hot rolled steel. B. Possible contact edges are folded for safety. C. Steel treated for improved primer bond and rust resistance. D. Automotive undercoating applied to entire underside of flatbed. E. Primer applied to complete top side of flatbed. F. Finish paint flatbed Altec White at body manufacturer. G. All steel flatbed, 161 inches long x 96 inches wide. H. Floor made from 9/64 inch (10 gauge) thick smooth galvalume. I. Frame built with 4 inch high structural channel. J. 2.25 inch high x .25 inch thick rub rail installed on sides of flatbed. K. Stake pockets around outside perimeter of flatbed, with 5.5 inch high stake retainer assemblies on sides. L. Gripstrut recessed access steps on curbside. Includes one (1) U-shaped grab handle and one (1) folding step below access steps M. 2 inch x 6 inch drop-in wooden cargo retaining board at top of side access steps. N. Six (6) recessed D-rings installed in flatbed floor, three (3) located on each side. O. 27 inch long steel tailshelf, width to match flatbed. Includes stake pockets and 5.5 inch high removable stake rails at sides and rear. Includes curbside grab handles and cutout for FA provided recessed access ladder attached to rear outrigger. P. Outrigger trap door on both sides of flatbed. Q. Two (2) post-style grab handles installed at the curbside ladder cutout. R. Four (4) 25 inch x 25 inch x 5 inch outrigger pad holders. Includes wheel chock holder on each pad holder. | 1 | |
| 47. | <p>42 inch saddle box, suitable for installing on any 6x6 chassis, built to the following specifications:</p> <ul style="list-style-type: none"> A. Basic body fabricated from A40 grade 100% zinc alloy steel. B. All doors are full, double paneled, self-sealed with built-in drainage for maximum weather-tightness. Stainless steel hinge rods extend full length of door. C. All doors are to contain stainless steel flush type, single point, two-stage rotary paddle latches with recessed handles, including keyed locks and strikers. Door latches are bolted to the outer door panel. D. Possible contact edges are folded for safety. E. Integrated door header drip rail at top for maximum weather protection. F. Steel treated for improved primer bond and rust resistance. G. Automotive undercoating applied to entire underside of body. H. Primer applied to complete interior and exterior of body. I. Automotive type non-porous door seals fastened to the door facing. J. 42 inch overall T-box length. K. 96 inch overall T-box width. L. 52 inch overall T-box height. M. 18 inch T-box compartment depth. N. Finish paint body Altec White at body manufacturer. O. Gas shock type rigid door holders for vertical doors. P. Standard master body locking system. Q. Full transverse compartment extending through the curbside vertical. Includes transverse shelf. R. 1st vertical streetside (LH) - Four (4) locking swivel hooks on adjustable rails. 2-0-2 configuration. | 1 | |

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|---|------------|--------------|
| S. | 2nd vertical streetside (LH) - Six (6) locking swivel hooks on adjustable rails. 2-2-2 configuration. | | |
| T. | 1st vertical curbside (RH) - Four (4) locking swivel hooks on adjustable rails. 2-0-2 configuration. | | |
| U. | 2nd vertical curbside (LH) - Six (6) locking swivel hooks on adjustable rails. 2-2-2 configuration. | | |
| V. | One (1) grab handle installed at the rear of the curbside compartment. | | |
| W. | One (1) 96 inch long x 12 inch high x 22 inch wide open top punched metal box. Installed using B-line on top of transverse compartment. | | |
| X. | 2 inch x 6 inch drop-in wooden cargo retaining board at rear of T-box | | |

Body and Chassis Accessories

| | | | |
|-----|--|---|--|
| 48. | No Cabguard Required. | 1 | |
| 49. | ICC (Underride Protection) Bumper Installed At Rear | 1 | |
| 50. | Swivel Style Pintle Hitch (30 000 LB MGTW with 6 000 LB MVL), 11-Bolt T-Mount, Altec Preferred (T-125 Style) | 1 | |
| 51. | Set Of D-Rings for Trailer Safety Chain, installed one each side of towing device mount. | 1 | |
| 52. | Relocate Chassis-Supplied Glad Hands Install at rear. | 1 | |
| 53. | Access Ladder, Deploys with Outrigger, Curbside Rear | 1 | |
| 54. | Boom Rest | 1 | |
| 55. | Mounting Brackets for Lights, Located on Lower Boom Rest | 1 | |
| 56. | Wood Outrigger Pad, 24 x 24 x 2.5 Inch, With Rope Handle | 4 | |
| 57. | Mud Flaps With Altec Logo (Pair) | 1 | |
| 58. | Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair) | 1 | |
| 59. | Slope Indicator Assembly (Pair) For Machine With Outriggers | 2 | |
| 60. | Triangular Reflector Kit (Contains 3 Reflectors), Shipped Per DEPS-0042 | 1 | |
| 61. | 5 LB Fire Extinguisher With Light Duty Bracket, Installed (In Cab or Inside Compartment Only) | 1 | |
| 62. | Vinyl manual pouch for storage of all operator and parts manuals | 1 | |
| 63. | Outrigger Control Guards- Underhung Tailshelf Mount | 1 | |
| 64. | Outrigger Flap Retaining Lanyards Installed (Pair) | 1 | |

Electrical Accessories

| | | | |
|-----|--|---|--|
| 65. | Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, | 1 | |
|-----|--|---|--|

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|---------------------------------|--|------------|--------------|
| | including LED reverse lights) | | |
| 66. | Altec Standard Amber LED Strobe Light with Brush Guard Install one (1) each side of boom rest. | 2 | |
| 67. | Dual Tone Back-Up With Outrigger Motion Alarm | 1 | |
| 68. | Altec Standard Multi-Point Grounding System | 7 | |
| 69. | Copper U Shaped Grounding Lug (Threaded) Install one (1) curbside front and one (1) curbside rear. | 2 | |
| 70. | PTO Hour Meter, Digital, with 10,000 Hour Display | 1 | |
| 71. | 7-Way Trailer Receptacle (Pin Type) Installed At Rear | 1 | |
| 72. | Relocate Trailer Receptacle Supplied With Chassis | 1 | |
| 73. | Altec Standard Trailer Plug Wiring | 1 | |
| 74. | Electric Trailer Brake Controller (Draw-Tite Activator II #5504) | 1 | |
| 75. | Altec Modular Panel System (AMPS) - Includes Mounting Panel and Accessory Switches | 1 | |
| 76. | Pre-Wired Power Distribution Module - Installed | 1 | |
| 77. | Install Remote Start/Stop system in Final Assembly. | 1 | |
| <u>Finishing Details</u> | | | |
| 78. | Powder Coat Unit Altec White | 1 | |
| 79. | Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders. | 1 | |
| 80. | Apply Non-Skid Coating to all walking surfaces | 1 | |
| 81. | Apply Non-Skid Coating to Curbside Compartment Top for use as a Non-Walking Surface | 1 | |
| 82. | Apply Non-Skid Coating to Streetside Compartment Top for use as a Non-Walking Surface | 1 | |
| 83. | English Safety And Instructional Decals | 1 | |
| 84. | Vehicle Height Placard - Installed In Cab | 1 | |
| 85. | Placard, HVI-22 Hydraulic Oil | 1 | |

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|----------------|---|------------|--------------|
| 86. | Dielectric test unit according to ANSI requirements. | 1 | |
| 87. | Stability test unit according to ANSI requirements. | 1 | |
| 88. | Completed Test Forms To Be Included In The Manual Pouch | 1 | |
| | A. Stability Test Form | | |
| | B. Dielectric Test Form (For Insulating Units) | | |
| 89. | Focus Factory Build | 1 | |
| 90. | Delivery Of Completed Unit | 1 | |
| 91. | Inbound Freight | 1 | |
| 92. | As Built Electrical And Hydraulic Schematics To Be Included In The Manual Pouch | 1 | |
| 93. | Stock Unit | 1 | |
| <u>Chassis</u> | | | |
| 94. | Altec Supplied Chassis | 1 | |
| 95. | Chassis | 1 | |
| 96. | 2023 Model Year | 1 | |
| 97. | Freightliner M2-106 | 1 | |
| 98. | Dual Rear Wheel | 1 | |
| 99. | Set Back Axle | 1 | |
| 100. | 6x6 Tandem Axle | 1 | |
| 101. | Chassis Cab | 1 | |
| 102. | Regular Cab | 1 | |
| 103. | Chassis Color - White | 1 | |
| 104. | Chassis Without Front Frame Extensions | 1 | |
| 105. | Air Horn Under Cab | 1 | |
| 106. | AM/FM Radio | 1 | |
| 107. | Bluetooth | 1 | |
| 108. | Weather Band | 1 | |
| 109. | Block Heater | 1 | |
| 110. | Driver Controlled Locking Differential | 1 | |
| 111. | Glad Hands, Hoses And Connections (Supplied By Chassis OEM) | 1 | |

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|---|------------|--------------|
| 112. | Trailer Air Brake Package | 1 | |
| 113. | Air Conditioning | 1 | |
| 114. | Cruise Control | 1 | |
| 115. | Tachometer | 1 | |
| 116. | Tilt Steering Wheel | 1 | |
| 117. | 151 Clear CA (Round To Next Whole Number) | 1 | |
| 118. | Chassis Wheelbase Length - 220 | 1 | |
| 119. | GVWR 56,000 LBS | 1 | |
| 120. | 16,000 LBS Front GAWR | 1 | |
| 121. | 40,000 LBS Rear GAWR | 1 | |
| 122. | 17.01 - 18.00 Section Modulus | 1 | |
| 123. | Spring Suspension | 1 | |
| 124. | Cummins L9 | 1 | |
| 125. | Diesel | 1 | |
| 126. | 330 HP Engine Rating | 1 | |
| 127. | Allison 3500 RDS Automatic Transmission (Left and Right Side PTO Openings Only) | 1 | |
| 128. | 204-215 Freightliner 50 Gallon Fuel Tank (Left Hand Under Cab) | 1 | |
| 129. | 23U-001, 43X-002 Freightliner 6 Gallon DEF Tank (Under Cab Left Hand) | 1 | |
| 130. | 016-1C2 - Freightliner Vertical Exhaust (Right-Horizontal-Under Cab-Vertical) | 1 | |
| 131. | No Clean Idle Certification Required | 1 | |
| 132. | EPA Emissions | 1 | |
| 133. | No Idle Engine Shut-Down Required | 1 | |
| 134. | 315/80R22.5 Front Tire | 1 | |
| 135. | 11R22.5 Rear Tire | 1 | |
| 136. | Air Brakes | 1 | |
| 137. | Park Brake In Rear Wheels | 1 | |
| 138. | 2 Chassis Batteries | 1 | |
| 139. | Other Battery Capacity (CCA) | 1 | |

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|--|------------|--------------|
| | 2000 CCA | | |
| 140. | Battery Under Cab Left Hand | 1 | |
| 141. | Freightliner - Clear Area Around Allison PTO Openings (362-824) and (363-011) | 1 | |
| 142. | Freightliner - Electric Brake Controller Wiring With Combined Stop/Turn Signal Heavy Duty Tail Light Wiring At EOF (296-027) | 1 | |
| 143. | Freightliner - Radiator (1100 Square Inch) for ISL/L9 or DD8.2 (DS) (266-013) | 1 | |
| 144. | Freightliner - Rear Cab Crossmember Flush With Back Of Cab (561-010) | 1 | |
| 145. | Freightliner PTO Throttle Wiring for Automatic Transmission with Pre-Wire (163-001), (148-074), (87L-003) | 1 | |
| 146. | Freightliner Transmission Dipstick Tube Enters Curbside of Transmission (346-013) | 1 | |
| 147. | Freightliner/Allison Body Builder Connection with Pre-Wire (34C-002) | 1 | |
| 148. | Freightliner - Pre-Wire Chassis with Cab Backwall Pass-Thru (33U-001) | 1 | |
| 149. | Vinyl Split Bench Seat | 1 | |

Additional Pricing

| | | | |
|------|---|---|--|
| 150. | Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty | 1 | |
| 151. | Federal Excise Tax Item: If provided, Quote subtotal is an Estimate only. Final determined at invoicing. | 1 | |

| | |
|------------------------------------|-------------------|
| Unit / Body / Chassis Total | 372,102.00 |
| FET Total | 0.00 |
| Total | 372,102.00 |

Altec Industries, Inc.

BY

Zachery Johnson

Notes:

- 1 Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM.

- 2 Estimated Delivery: 1-2 months after receipt of order PROVIDING:
- A. Customer supplied chassis (if applicable) is received a minimum of sixty (60) days before scheduled delivery.
 - B. Customer approval drawings are returned by requested date.
 - C. Customer supplied accessories are received by date necessary for compliance with scheduled delivery.
 - D. Customer expectations are accurately captured prior to major components being ordered (body, chassis) and line set date. Unexpected additions or changes made after this time or at a customer inspection will delay the delivery of the vehicle.

Estimated Delivery is based on information at time of quote and is subject to change.

Altec reserves the right to change suppliers in order to meet customer delivery requirements, unless specifically identified, by the customer, during the quote and or ordering process.

- 3 This quotation is valid until SEP 20,2023. After this date, please contact Altec Industries, Inc. for a possible extension.

- 4 F.O.B. - Customer Site

- 5 Interest charge of 1/2% per month to be added for late payment.

- 6 FINANCING AVAILABLE: Please contact Altec Capital at (888) 408-8148 or email finance@altec.com for more information.

- 7 Price does not reflect any local, state or Federal Excise Taxes (F.E.T). The quote also does not reflect any local title or licensing fees. All appropriate taxes will be added to the final price in accordance with regulations in effect at time of invoicing.

- 8 Changes made to this order may affect whether or not this vehicle is subject to F.E.T. A review will be made at the time of invoicing and any applicable F.E.T. will be added to the invoice amount.

- 9 Any payment made by a credit card may be subject to a surcharge fee.

- 10 Altec Standard Warranty:

One (1) year parts warranty.

One (1) year labor warranty.

Ninety (90) days warranty for travel charges.

Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.

Altec is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit.

Altec offers its standard limited warranty with the Altec supplied components which make up the Altec Unit and its installation, but expressly disclaims any and all warranties, liabilities, and responsibilities, including any implied warranties of fitness for a particular purpose and merchantability, for any customer supplied parts

- Altec designs and manufactures to applicable Federal Motor Vehicle Safety and DOT standards
- 11 Altec Extended Warranty Option:
- An Altec Extended Warranty is an extension of Altec's Limited Warranty and protects you from the repair cost associated with defects of materials and workmanship after the standard Limited Warranty expires.
- Altec offers many types of coverages and coverage packages. Ask your Altec account manager for details. Quotes are available upon request.
- 12 After the initial warranty period, Altec Industries, Inc. offers mobile service units, in-shop service and same day parts shipments on most parts from service locations nationwide at an additional competitive labor and parts rate. Call 877-GO-ALTEC for all of your Parts and Service needs.
- 13 Trade-in offer is conditional upon equipment being maintained to DOT (Department of Transportation) operating and safety standards and remaining in compliance of DOT until arrival at an Altec Facility. This will include, but is not limited to engine, tires, lights, brakes, glass, etc. All equipment, i.e., jibs, winches, pintle hooks, trailer connectors, etc., are to remain with unit unless otherwise agreed upon in writing by both parties. ALTEC Industries reserves the right to re-negotiate its trade-in offer if these conditions are not met.
- All reasonable and necessary expenses required of ALTEC Industries to execute transportation of the trade-in will be invoiced to the customer for payment if these conditions are not met to maintain DOT standards.
- Customer may exercise the option to rescind this agreement in writing within sixty (60) days after receipt of purchase order. After that time ALTEC Industries will expect receipt of trade-in vehicle upon delivery of new equipment as part of the terms of the purchase order unless other arrangements have been made.
- 14 The final fully loaded weight of the truck and structural ratings of the hitch assembly may reduce the towing capacity and the vertical load capacity of the finished truck. These capacities may not match the ratings of the chassis or hitch.
- 15 Altec takes pride in offering solutions that provide a safer work environment for our customers. In an effort to focus on safety, we would encourage you to consider the following items:
- Outrigger pads (When Applicable)
 - Fall Protection System
 - Fire extinguisher/DOT kit
 - Platform Liner (When Applicable)
 - Altec Sentry Training
 - Wheel Chocks
- The aforementioned equipment can be offered in our new equipment quotations. If you find that any of these items have not been listed as priced options with an item number in the body of your quotation and are required by your company, we would encourage you to contact your Altec Account Manager and have an updated quote version sent to you. These options must be listed with an item number in the quotation for them to be supplied by Altec.
- 16 Altec values your data privacy. The Altec Family of Companies (including Altec, Inc., and its subsidiaries) may collect telematics data from the equipment you own. Please review Altec's Equipment Data Privacy Notice on www.altec.com for more information. By purchasing equipment from Altec, you consent to Altec's right to collect and use such data.
- 17 **RECOMMENDED OPTIONS AND ACCESSORIES:** These options are not included in the quote total price. Selected options will change the quote total. Any options added after initial order will be re-quoted.



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

Subject: Rural Transformation Grant - Riverfront Project - Bid Award

Date: 7/10/2023

Memo Number: 23-41

The Town of Tarboro has been awarded a Rural Transformation Grant in the amount of \$875,000 by the North Carolina Department of Commerce. The Town proposes utilizing those funds for the provision of pedestrian access from Main Street to the riverbank via stairwell and an ADA-accessible ramp; and the stabilization of approximately 175 linear feet of the north side of the Tar River bank. The Town sought professional services for the administration servicing of and engineering for this project, to be paid for with grant funding.

The Town received a singular proposal, from The Wooten Company, and it is recommended that Council accept their proposal and authorize staff to execute contracts related to the same.

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-----------------|
| Proposal Admin & Engineering Rural Transformation Grant | 7/5/2023 | Backup Material |



TOWN OF TARBORO

**PROPOSAL FOR GRANT
ADMINISTRATION AND ENGINEERING
SERVICES –
RURAL TRANSFORMATION GRANT
JULY 3, 2023**

Wooten

COVER LETTER

July 3, 2023

Catherine Grimm, Planning Director
Town of Tarboro
PO Drawer 220, 500 North Main Street
Tarboro, NC 27886



RE: Request for Proposals for Grant Administration and Engineering Services – Rural Transformation Grant

Dear Ms. Grimm:

Congratulations on being awarded a Rural Transformation Grant (RTG) through the NC Department of Commerce Resilient Neighborhood program! We know that compiling a RTG application is no small feat, and with widespread needs being raised across the State, competition for grant dollars is raised to levels not historically seen. We applaud the Town's commitment to remaining steadfast in identifying and pursuing programs that will provide the greater Tarboro community with a better quality of life as we all recover from the unprecedented coronavirus pandemic.

The Wooten Company is delighted to submit our proposal for engineering, construction administration and grant administration services for the Town of Tarboro's RTG Program under the Resilient Neighborhoods program, to improve public services and facilities in response to COVID-19. We understand that Tarboro does not have internal staff to design and administer the program itself and is engaging the services of a consultant to join the Town's team in this endeavor. We are looking forward to taking the next step in the RTG program together and continuing to assist you by providing administration services. From our past and current work with the Town and your neighboring municipal partners, we understand your needs and wish to continue to be a valued teaming partner for all your infrastructure needs.

Since 1936, we have engaged with municipalities and public entities to design and administered grant programs from multiple funding sources across North Carolina. We are excited to continue growing this relationship with you in offering our knowledge and expertise for the Town's specific Riverfront Park Improvements. The team assembled in this proposal has already played an integral part of this project through the Grant Application, and also benefits from extensive experience in community site designs and state funding administration. The Project Team includes staff from both our corporate office in Raleigh and our Regional Office in Greenville to provide the Town of Tarboro with the most efficient combination of expertise in technical design and grant administration. The intent of the Project Team is to collaborate with Town staff every step of the way to make project administration and management as organized, painless, and intuitive as possible.

Attached you will find our response to your request for proposals in which we demonstrate our qualifications and experience. Please contact me at ghartong@thewootencompany.com or 919.828.0531 if you have any questions during your selection process.

Best Regards,

THE WOOTEN COMPANY

A handwritten signature in blue ink, appearing to read 'G. D. Hartong', written in a cursive style.

Gary D. Hartong, PE - President
919.828.0531 - ghartong@thewootencompany.com
120 N. Boylan Ave. Raleigh, NC 27603

FIRM INFORMATION

The Wooten Company is a privately held, multi-disciplinary firm with 100 employees focused on providing municipal engineering, surveying, architectural, and funding administration services. Founded in 1936 and incorporated in 1949 in North Carolina, L.E. Wooten and Company (dba The Wooten Company) is now in its 87th year of continuous operation and is licensed by the State of North Carolina to practice engineering and surveying (NC Certificate of Registration F-0115), and architecture (NC Board of Architecture Certificate 50430).

A comprehensive range of capabilities including environmental engineering, general civil engineering, geomatics, mechanical engineering, electrical engineering, plumbing engineering, and architecture affords our clients a singular point of contact for a majority of their infrastructure needs, and therefore efficient and reliable solutions that keep the taxpayer front of mind.

SPECIALTIES

- Funding applications and administration
- Architectural design
- Mechanical and HVAC design
- Electrical design
- Site/Civil design
- Stormwater conveyance and treatment
- Water and wastewater treatment
- Water booster pumping, storage and distribution
- Wastewater pump stations and collection
- Roadway design and pavement condition survey
- Infrastructure planning
- Surveying and Geographic Information Systems
- Water/Wastewater system modeling

| PRINCIPAL | LEADERSHIP |
|----------------------------------|--|
| Gary D. Hartong, PE; LEED AP | President |
| W. Brian Johnson, PE; LEED AP | Vice President Director of Engineering Services |
| Robert E. Egan, PE; LEED AP | Vice President Director of Building Systems |
| Charles W. Davis, PE | Secretary/Treasurer Director of Marketing & Business Development |
| Donald W. Gantt, PE | Board Member Director of Construction Services |

OFFICE LOCATIONS



Client#: 246534

LEWOOTE

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|-------------------------------|
| PRODUCER Edgewood Partners Ins. Center 3780 Mansell Rd. Suite 370 Alpharetta, GA 30022 | | CONTACT NAME: PHONE (A/C, No, Ext): - FAX (A/C, No): E-MAIL ADDRESS: ACECCertificates@greyling.com | |
| | | INSURER(S) AFFORDING COVERAGE INSURER A : Hartford Accident and Indemnity Company | NAIC # 22357 |
| | | INSURER B : Hartford Fire Insurance Company | 19682 |
| | | INSURER C : Berkley Insurance Company | 32603 |
| | | INSURER D : | |
| | | INSURER E : | |
| | | INSURER F : | |

INSURED
L E Wooten & Company
DBA: The Wooten Company
120 N. Boylan Ave.
Raleigh, NC 27603

COVERAGES**CERTIFICATE NUMBER: 23-24****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

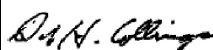
| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | | 20SBWAK8A6H | 04/09/2023 | 04/09/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 20UEGEG9959 | 04/09/2023 | 04/09/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | 20SBWAK8A6H | 04/09/2023 | 04/09/2024 | EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | 20WBGAL2Z6P | 04/09/2023 | 04/09/2024 | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| C | Professional Liability | | | AEC906522203 | 03/15/2023 | 03/15/2024 | Per Claim \$5,000,000 Aggregate \$5,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION****"FOR INFORMATION ONLY"**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



© 1988-2015 ACORD CORPORATION. All rights reserved.

PLAN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

TOWN OF TARBORO - COMMERCE CENTER INDUSTRIAL PARK INFRASTRUCTURE

Contact: Troy Lewis, Town Manager, 252.641.4249

Total Construction Cost: \$782,000

Population: 10,569

After The Wooten Company assisted in preparing a Master Plan design for the Commerce Center Industrial Park, in the Town of Tarboro, a successful IDF Utility Grant for infrastructure improvements to serve the Park meant that the Town could move forward with the design and construction of the improvements.

On top of administration of the grant funds, The Wooten Company performed a Preliminary Engineering Report, Field Survey, Engineering Design and Construction Phase Services to install 3,000 LF of 12" water main, 2,500 LF of 8" and 10" gravity sewer, and also the rehabilitation of a 500,000 gallon elevated water tank.



MARTIN COUNTY - EVERETTS INDUSTRIAL PARK IDF UTILITY EXTENSION

Contact: Jason Semple, (Former) President/CEO Martin County Economic Development Corporation, 252.792.2044

Total Construction Cost: \$892,000

Population: 21,754

In an effort to provide economic opportunities to its citizens, Martin County completed construction of a 53,000 square foot manufacturing shell building on the lot west of the existing SYFAN USA facility, and north of the existing Call Center in December 2014. Martin County has plans to market the building to their five cluster industry focuses: green energy, value-added agriculture, advanced manufacturing, food, and wood/forest products. SYFAN USA, a quality shrink-wrap manufacturer, is in the process of constructing a new production unit on its property adjacent to the shell building. The County received \$963,475 in IDF Utility funding to extend road, water and wastewater service to an additional five undeveloped lots. With this industrial development momentum, the IDF Utility Funds are being used for the construction of approximately 6,300 SY of 25 ft. wide roadway, 2,000 LF of 8-inch water line and 2,000 LF of 8-inch gravity sewer line. These improvements will provide the necessary infrastructure for the park and serve as a catalyst for industrial development on the five lots behind SYFAN and the shell building.

TOWN OF TARBORO - EMERGENCY WATERSHED PROTECTION STREAMBANK STABILIZATION

Contact: Troy Lewis, Town Manager, 252.641.4249

Total Construction Cost: \$418,000

Population: 10,569

In response to acute streambank erosion related to Hurricane Matthew, Wooten was selected to oversee the design, construction management and coordination with FEMA in the stabilization of three (3) streambanks in the Town of Tarboro. In general, the work included stabilization of ~200LF along the Tar River to protect the Town's WWTP, ~100LF along Hendrix Creek to protect existing commercial buildings, and ~100LF along Holly Creek to protect the integrity of Wilson Street. Utilizing methods including vertical steel sheet piling, shoreline hardening and natural vegetation renewal, each of the locations was mitigated within the required time and budget.

PLAN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

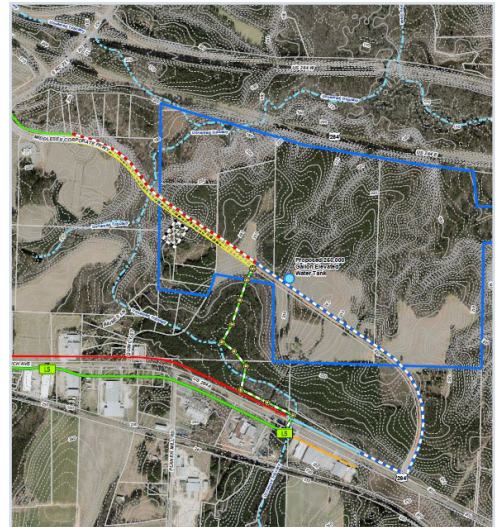
NASH COUNTY - MIDDLESEX CORPORATE CENTRE INFRASTRUCTURE IMPROVEMENTS

Nash County procured Golden Leaf, NC Department of Commerce, and local funding to bring infrastructure improvements to serve the Middlesex Corporate Centre industrial park in the Town of Middlesex. TWC assisted with the funding acquisition and prepared the necessary preliminary study. The first phase of the Corporate Centre was constructed in 2009 but did not secure a tenant for future phases. Using momentum created by construction of a new shell building, the County selected The Wooten Company to design water, sewer, and roadway infrastructure needed to not only serve the shell building, but also for future prospective tenants. The base bid for Contract 1, which included utilities and roadway infrastructure, consisted of 3,000 LF of 8" water main and 5,250 LF of 12" water main (including horizontal directional drills), 3,170 LF of 8" gravity sewer main and associated manholes, 3,000 LF of new 41 foot back to back roadway with curb and gutter, 1,850 LF of 15"-24" RCP storm sewer, and associated erosion control, storm water measures, earthwork, and miscellaneous items. Due to recent favorable bidding conditions, the County was able to add alternate bids to incorporate another 350 LF of additional roadway to Contract 1. Contract 2 consisted of design of a 250,000 gallon elevated storage tank spheroid style and associated site work, electrical improvements, and grading and is nearly complete with construction..

Contact: Jonathan Boone, PE, Public Utilities Director, 252.462.2436

Total Construction Cost: \$3,040,000

Population: 95,176



TOWN OF WINTERVILLE - 2018 SIDEWALK IMPROVEMENTS

Contact: Travis Welborn, (Former) Director of Public Works, 252.756.2221

Total Construction Cost: \$95,000

Population: 10,591

The Wooten Company was contracted to provide design, permitting and construction administration assistance to the Town of Winterville for the replacement of the 14,300 square feet of existing sidewalk to remedy material degradation and to correct lack of adequate handicap accessibility. The project consisted of removal of existing sidewalk infrastructure while maintaining active service to water, sewer and gas utilities as well as providing continued access for pedestrians and businesses fronting the project area. The design included the implementation of nine (9) new handicap accessible ramps as well as decorative, stamped and typical concrete. In addition, Wooten assisted the Town to navigate NCDOT and CSX permits as well as coordinated dialogue with the North Carolina's Department of Insurance-Office of State Fire Marshall while incorporating the handicap ramp locations and systems into the design. The project was completed in the spring of 2019.

GRANT ADMINISTRATION EXPERIENCE

The projects listed in the following tables are just a few selected examples to illustrate The Wooten Company's history with state and federal grant programs. The Town's improvements to the Riverfront Park and Bank Stabilization will require knowledge with grant-funded facility projects. The Project Team has a rich history working on similar projects funded by REDD.

| SELECT STATE AND FEDERAL GRANT EXPERIENCE | | | | | | | |
|---|---|--------------|-----------------------------|-----------|-----|-----|-----------|
| Client | Contact | Funding Year | Program | Amount | App | Adm | Eng/ Arch |
| Town of Jonesville | Jonesville RTG | 2022 | NC Commerce REDD RTGF | \$900,000 | • | • | • |
| City of Lumberton | Lumberton RTG | 2022 | NC Commerce REDD RTGF | \$900,000 | • | • | • |
| Town of Jonesville | Michael Pardue, Town Manager, 336.835.3226 | 2020 | NC Commerce- REDD CD- BG-CV | \$295,650 | • | • | • |
| Town of Jonesville | Michael Pardue, Town Manager, 336.835.3226 | 2022-2023 | The Cannon Foundation | \$100,000 | • | | |
| Martin County | James Bennett, County Manager, 252.789.4300 | 2020 | NC Commerce- REDD CD- BG-CV | \$900,000 | • | • | • |
| Nash County | Patsy McGhee, Assistant to County Manager, 252.462.2434 | 2020 | NC Commerce- REDD CD- BG-CV | \$900,000 | • | • | • |
| | | | | | | | |

| Project Description |
|---|
| Renovating and expanding the Jonesville Public Library. Population: 2,314 |
| Renovation and expansions of the City of Lumberton Historic Carolina Civic Center. Population: 18,694 |
| Assisting the Town of Jonesville prepare and recover from COVID-19. Activities include: Installing Handwashing Station, WIFI Zones, plexiglass shields, ADA Push Bars. Purchasing PPE and technology for local nonprofits that service the community. Population: 2,314 |
| Assisting the Town of Jonesville with preparing and writing a grant application for the Cannon Foundation. Population: 2,314 |
| Assisted the County with their Subsistence Payment Program to project rental and utilities payments to LMI household to prevent eviction. Population: 21,754 |
| Assisting Nash County to prepare and recover from COVID-19. Activities include: Installing Handwashing Station, WIFI Zones. Purchasing PPE and technology for local nonprofits that service the community. Population: 95,176 |

GRANT ADMINISTRATION EXPERIENCE

| SELECT STATE AND FEDERAL GRANT EXPERIENCE | | | | | | | | |
|---|---|--------------|---------------------|-----------|-----|-----|-----------|---|
| Client | Contact | Funding Year | Program | Amount | App | Adm | Eng/ Arch | Project Description |
| City of Sanford | Karen Kennedy, CD Manager, 919.718.4657 | 2019 | CDBG-NR | \$750,000 | | • | | With Sanford Housing Authority funds, CDBG provides pedestrian, flood, and drainage improvements to support renovation of Linden Ave vacant building to creation of 5-unit affordable housing for homeless families. Population: 30,678 |
| City of Lumberton | Wayne Horne, City Manager, 910.671.3806 | 2011 | DOC-CDBG-Cat | \$640,000 | • | • | • | With multiple partners contributing approx. \$1 million, construction of a new soup kitchen and emergency shelter facility for the Lumberton Christian Care Center on a vacant lot. Population: 18,694 |
| Town of Edenton | Corey Gooden, Town Manager, 252.482.4111 | 2015 | DOC-CDBG-ED | \$562,080 | • | • | • | Water & electric improvements to serve expansion by Jimbo's Jumbos, a peanut processing company in Peanut Drive Industrial Park. Population: 4,391 |
| City of Lumberton | Brian Nolley, CD Administrator; Wayne Horne, City Manager, 910.671.3977 | 2015 | DOC-CDBG-Bldg Demo | \$495,041 | • | • | • | Demolish two dilapidated industrial buildings for redevelopment. Population: 18,694 |
| Martin County | Cindy Ange, Finance Director, 252.789.4300; Jason Sample, ED Director, 252.792.2044 | 2015 | DOC-CDBG-Bldg Reuse | \$750,000 | • | • | | Renovation of manufacturing facility in Robertsonville to establish a state of the art yarn spinning facility for AR textiles, creating 38 jobs. Population: 21,754 |
| City of Marion | Heather Cotton, Planning Director, 828.652.3551 | 2014 | DOC-CDBG-Bldg Demo | \$500,000 | • | • | • | With City & NC State Rural Grant funds & State appropriation funds, CDBG is providing \$500K to demolish vacant dilapidated industrial buildings. Population: 7,652 |
| Nash County | Patsy McGhee, Assistant to County Manager, 252.462.2434 | 2011 | DOC-CDBG-IF-HU | \$75,000 | • | • | | Water service connections (hook-ups) to single-family, low and moderate income households. Population: 95,176 |

GRANT ADMINISTRATION EXPERIENCE

| SELECT CDBG-INFRASTRUCTURE EXPERIENCE SINCE 2013 | | | | | | | | | | |
|--|--|--------------|----------------|-----------|-----|-----|-----|---|------------------------|-------------|
| Client | Contact | Funding Year | Program | Amount | App | Adm | Eng | Project Description | Construction Cost Est. | Closeout |
| Washington County | Curtis Potter, County Manager; Julie Bennet, Clerk, 252.793.5823 | 2012 | DOC-CD-BG-Cat | \$500,000 | • | • | • | Renovation and repair of the County Library in Plymouth, and purchase of software and equipment for an e-reading program. Population: 10,892 | | |
| Stanly County | Andy Lucas, County Manager, 704.986.3600 | 2012 | DOC-CD-BG-SSH | \$225,000 | | • | NA | Single-family housing rehabilitation for low and moderate income households. Population: 63,425 | \$1.7M | |
| Lee County | Karen Kennedy, CD Manager, 919.775.8238 | 2011 | DOC-CD-BG-SSH | \$400,000 | • | • | NA | Rehabilitation of 5 severely dilapidated single-family homes for low and moderate income households. Population: 64,138 | | |
| Town of Jonesville | Michael Pardue, Town Manager, 336.835.3226 | 2018 | DEQ-DWI-CDBG-I | \$2M | • | • | • | Replacement of approx. 11,330 lf of aging water distribution lines to address water loss, poor water quality, and fire flow. Population: 2,314 | \$1.7M | Summer 2022 |
| Town of Plymouth | Mike Wright, Public Works Director, 252.793.9101 | 2018 | DEQ-DWI-CDBG-I | \$2M | • | • | • | (Phase II) Water treatment plant rehabilitation and water distribution system improvements. Population: 3,230 | \$1.6M | Summer 2022 |
| Town of Aulander | Larry Drew, Mayor, 252.345.3541 | 2018 | DEQ-DWI-CDBG-I | \$2M | • | • | • | (Phase II) With local matching funds, improvements to the wastewater collection system to reduce the quantity of inflow and infiltration into the Town's system & WWTP. Population: 743 | \$1.6M | Summer 2022 |
| City of Lumberton | Brian Nolley, Deputy Director of Planning and N.S., 910.671.3977 | 2017 | DEQ-DWI-CDBG-I | \$2M | • | • | • | With local matching funds, new pump station and sewer extension to the Rosewood Mobile Home Park to address failing septic tank systems. Population: 18,694 | \$1.6M | Fall 2021 |

GRANT ADMINISTRATION EXPERIENCE

| SELECT CDBG-INFRASTRUCTURE EXPERIENCE SINCE 2013 | | | | | | | | | | |
|--|--|--------------|----------------|-----------|-----|-----|-----|---|--------------------------------|-------------|
| Client | Contact | Funding Year | Program | Amount | App | Adm | Eng | Project Description | Con- struction Cost Est. | Closeout |
| Town of Roper | M. Denise Blount, Mayor; Stacy Chesson, Town Clerk, 252.793.5527 | 2016 | DEQ-DWI-CDBG-I | \$1.09M | • | • | • | Improvements to the aging wastewater collection system to address NOV's, I&I issues, and hazards. Population: 462 | \$765K | Summer 2020 |
| Town of Robbins | Clint Mack, Town Manager, 910.948.2431 | 2016 | DEQ-DWI-CDBG-I | \$2M | • | • | • | Improvements to the water distribution system to address NOV's and poor water quality conditions in the Rushwood Road area. Population: 1,196 | \$1.32M | Fall 2020 |
| Town of Aulander | Larry Drew, Mayor, 252.345.3541 | 2015 | DEQ-DWI-CDBG-I | \$1.71M | • | • | • | With local matching funds, improvements to the wastewater collection system to reduce the quantity of inflow and infiltration into the Town's system & WWTP. Population: 743 | \$1.16M | Spring 2019 |
| Edgecombe County | Eric Evans, County Manager, 252.641.5775; Mike Matthews, Asst. County Manager, 252.823.7387 | 2014 | DEQ-DWI-CDBG-I | \$2.98M | • | • | • | With USDA and local funds, due to failing septic tanks, improvements and extension of sewer services from the Tarboro WWTP to the Town of Speed & vicinity. Population: 48,359 | \$3.57M | Spring 2019 |
| Town of Plymouth | Mike Wright, Public Works Director, 252.793.9101 | 2014 | DEQ-DWI-CDBG-I | \$2.87M | • | EA | • | Water treatment plant rehabilitation and water distribution system improvements. Population: 3,230 | \$1.96M | Late 2018 |
| Town of Roper | M. Denise Blount, Mayor; Stacy Chesson, Town Clerk 252.793.5527 | 2013 | DEQ-DWI-CDBG-I | \$908,000 | • | • | • | Wastewater Treatment Plant (WWTP) improvements in accordance with the Town's Capital Improvements Plan (CIP) Population: 462 | \$650K | Summer 2018 |

CAPACITY AND CAPABILITY



CAPACITY AND CAPABILITY



GARY HARTONG, PE
Principal

Gary Hartong, PE, LEED AP, is the President of The Wooten Company. Gary previously served as Executive Vice President of The Wooten Company and President of the ACEC NC organization. With 22 years of engineering and leadership experience, Gary leads six offices throughout North Carolina and South Carolina providing geomatics, civil engineering, and building systems engineering services to local governments; non-profits; industrial and food processing centers; elementary, secondary and higher education schools; and, mission critical facilities. Gary has committed his career to assisting North Carolina and South Carolina local government clients with asset management, infrastructure rehabilitation, replacement, and extension. His familiarity with Federal and State funding programs and regulatory requirements ensures that projects are moved through each development stage with minimal interruption or unnecessary downtime.

Education:

BS, Environmental Engineering, NCSU
Masters of Civil Engineering, NCSU

Registrations:

Professional Engineer, NC, SC, VA; LEED AP



WILL LARSEN, PE
Program Manager

Will Larsen joined The Wooten Company in 2010 and has since worked with the Greenville team on projects covering all aspects of municipal infrastructure. His experience with local governments allows his teams' greater insight into potential challenges/solutions, improving relationships and making for more efficient project designs. On a daily basis Will deals with aspects of projects from the preliminary stages of design throughout the design and then through the permitting process. Some of his additional responsibilities include reviewing and approving water and wastewater permits for compliance with North Carolina rules and regulations, as well as leveraging his National Association of Sewer Service Companies certifications in the assessment of manholes, laterals and pipelines.

Education:

BS, Civil Engineering, NCSU
Masters of Civil Engineering, NCSU

Registrations:

Professional Engineer, NC, SC
NASSCO (PACP, MACP, LACP)
Stormwater SCM Inspection & Maintenance



DERRICK SMITH, PE
QA/QC

Derrick Smith joined the Civil Engineering team of The Wooten Company in 2011 and is the Eastern Division Lead Managing the Greenville and Wilmington Offices. Derrick possesses over 20 years of experience in civil engineering design and environmental permitting including water distribution, Wastewater collection, stormwater and roadway design and prior to joining The Wooten Company, he was the owner/principal of East Carolina Consulting, PLLC. His experience in preparing funding applications, technical guidelines and master specifications, reviewing project specifications, maintaining technical files and bidder lists, and providing technical expertise in areas related to storm water design, erosion and sediment control, roadways, water infrastructure and sewer infrastructure allows Derrick to efficiently manage his team through projects of a wide variety.

Education:

BS, Civil Engineering, University of Massachusetts

Registrations:

Professional Engineer, NC, SC
LID Certified



ELIZABETH WEBER, EI
Assistant Project Engineer

Elizabeth Weber joined The Wooten Company in January of 2018 and has since worked with the Greenville team providing assistance to the project engineers with municipal infrastructure projects, as well as necessary field work. With over 3 years of experience in civil engineering design, Elizabeth's experience includes preliminary engineering reports, permitting, stormwater design assistance, funding applications, field condition investigation and construction observation of infrastructure projects.

Education:

BS, Engineering (Environmental Concentration), East Carolina University

Registrations:

Engineering Intern, NC

CAPACITY AND CAPABILITY



STEWART BARNETTE, EI
Assistant Project Engineer

Stewart Barnette joined the Civil Department of The Wooten Company in March 2020. He will provide assistance to the Project Engineer in the development of projects, as well as field work. Stewart has over 3 years of experience as a project manager for civil infrastructure projects and in engineering design; including preliminary engineering reports, permitting documents, shop drawing review and observation of infrastructure construction projects.

Education:

BS, Engineering, East Carolina University

Registrations:

Engineering Intern, NC



DORIS SCARGLE
CAD Designer

After three years of experience in civil design in Arizona and Florida, Doris Scargle joined the Greenville Regional Office of The Wooten Company in 2008 and has been an integral part of the design team including impacts and contributions to each design project stemming from the regional office since. Her duties include developing technical design plans including water, wastewater, storm and site design. Doris assists the engineers with preliminary and final designs by creating drawings using AutoCAD, Microstation and Bentley PowerCivil software. Doris also assists with the design process by performing quantity takeoffs, assisting on environmental and regulatory permits, and completion of as-built record drawings after construction activities are complete.

Education:

BA, Civil Engineering, University of Medellin



KEVIN RICHARDS
Funding Manager

Kevin Richards joined the Wooten Company in September of 2022. Kevin previously worked with the Mid-East Commission (Region Q Council of Governments) for 25 + years as the Director of Planning, Economic Development and Community Services. His duties included grant writing and administration for all types of economic development projects. He has successfully written and/or administered 132 grants totaling more than \$50 million in grant funding and \$108 million in total project costs. He has worked with local governments, business owners and several different grant agencies.

Education:

BS, Urban and Regional Planning, Eastern Carolina University



ERIC OLSEN, PE
Construction Administrator

Eric Olsen has managed construction projects since 1984 as a Resident Engineer, Project Manager, Construction Manager and Construction Administrator. He has worked on a wide variety of infrastructure projects including heavy-highway, water and wastewater, pump stations, and utility rehabilitations throughout North Carolina. He has not only handled the administration of construction contracts for large diameter wastewater collection systems water distribution systems, and highway projects; he has estimated and built such facilities. His experience includes shop drawing reviews, payment requests, change orders, claim writing and analysis, leading project meetings and interfacing with regulatory agencies to ensure projects are built in accordance with the plans and specifications within budget and on time.

Education:

BS, Civil Engineering, NCSU

Registrations:

Professional Engineer, NC

CAPACITY AND CAPABILITY



BOB EGAN, PE
Electrical Engineer

Bob Egan is Director of the Building Systems Group at The Wooten Company. He is experienced in all facets of electrical systems design for buildings from medium voltage switching and system distribution to low voltage auxiliary systems and automated controls. As an electrical engineer, he provides design services for electrical distribution, lighting, auxiliary, and control systems, as well as project management for mechanical, electrical, plumbing and fire protection systems projects. Mr. Egan has been with The Wooten Company since 1988 and oversees building systems installations of all varieties including systems for public schools, universities, medical facilities, athletic fields, data centers, municipal buildings and LEED certified projects.

Education:

BS, Architectural Engineering, University of Kansas

Registrations:

Professional Engineer: NC, VA

LEED, Accredited Professional



TIM INGOLD, PLS, CFS
Geomatics Manager

Tim Ingold serves as The Wooten Company's Geomatics Practice Manager. He has over 40 years of experience in the land surveying field, including over 25 years managing land surveying departments for multi-disciplined engineering and surveying firms. He has been licensed as a Professional Land Surveyor in NC since 1985. Tim has developed a comprehensive understanding of local, state, and federal laws and codes and technical standards pertinent to the geomatics practice as it applies to the protection of the public interests.

Education:

AAS, Surveying Technology, Guilford Technical Community College

AAS, Civil Engineering Technology, Guilford Technical Community College

Registrations:

Professional Land Surveyor, NC

Certified Floodplain Surveyor



KATIE FISHER
Funding Specialist

Katie E. Fisher joined the Wooten Company August of 2021 after completing her master's degree in public administration. She has work, interned, and volunteered in various nonprofits and local governments throughout North Carolina by assisting in research, grant writing, or volunteer management. Although new to her position she is already managing or assisting with CDBG-CV, NC Department of Environmental Quality (DEQ), and USDA Rural Healthcare grants. She is committed to assisting the communities navigate funding opportunities and providing quality client care.

Education:

Masters in Public Administration, University of North Carolina Wilmington

BA, Psychology, University of North Carolina Wilmington



JESSIE WALKER
Funding Specialist

Jessie Walker brings more than 25 years' experience working with communities as our Funding Programs Specialist. Jessie specializes in CDBG projects including Housing rehab and infrastructure projects. She is also familiar with the Environmental Assessment requirements and can complete those as needed. Jessie is passionate about assisting communities throughout the grant process from application preparation and grant administration through project closeout.

Education:

BS, Human Services, Springfield College

MA, Nonprofit Leadership Institute at Francis Marion University

CAPACITY AND CAPABILITY



MARK HUSSEY
Project Surveyor

Mark Hussey has been performing engineering surveying and system evaluation duties for The Wooten Company for over 30 years. Mark's role includes infrastructure inventory and assessment, property surveying, topographic surveying, construction staking and wetland, stream, and buffer delineation using conventional surveying equipment as well as GNSS surveying equipment. The diversity of Mark's experiences allows him to adapt the most recent GNSS technology to almost any project in every geographic corner of North Carolina.

Registrations:
NASSCO PACP, MACP



KEN POWELL
Construction Observer

Ken Powell joined The Wooten Company in 1994 and has since been involved with construction inspection of utility projects ranging in size from \$100,000 to \$7,800,000 for clients such as Pitt and Edgecombe Counties, the Town of Edenton, the Town of Nashville, and the Town of Tarboro on its street resurfacing project. Prior to joining The Wooten Company Ken worked with the City of Goldsboro, N.C. for five years as a construction inspector on public works projects. Ken has received special training in asphalt pavement technology and inspections, hazard communications compliance training and construction inspections in public works and holds a NACE Level II Coating Inspector certification.

Education:
AAS, Auto Diesel Technology, Wayne Community College
Registrations:
NACE Coating Inspection Technician Level II



TERRACON
Environmental Engineering

Terracon is a 100 percent employee-owned consulting engineering firm providing quality services to clients. Since 1965, Terracon has evolved into a successful multidiscipline firm specializing in:

- Environmental
- Facilities
- Geotechnical
- Materials



HMC CONSULTANTS
Structural Engineering

HMC Consultants has been partnering with The Wooten Company as the structural engineer of record for more than 16 years, allowing the engineer, Min Hsu, to seamlessly integrate with our teams and work most efficiently, no matter the scope of the project. Mr. Hsu brings to his teams over 30 years of experience in the design of structural systems for buildings. His projects consist of public facilities including schools, university buildings, auxiliary facilities in support of civil engineering projects, and bridges.

CAPACITY AND CAPABILITY

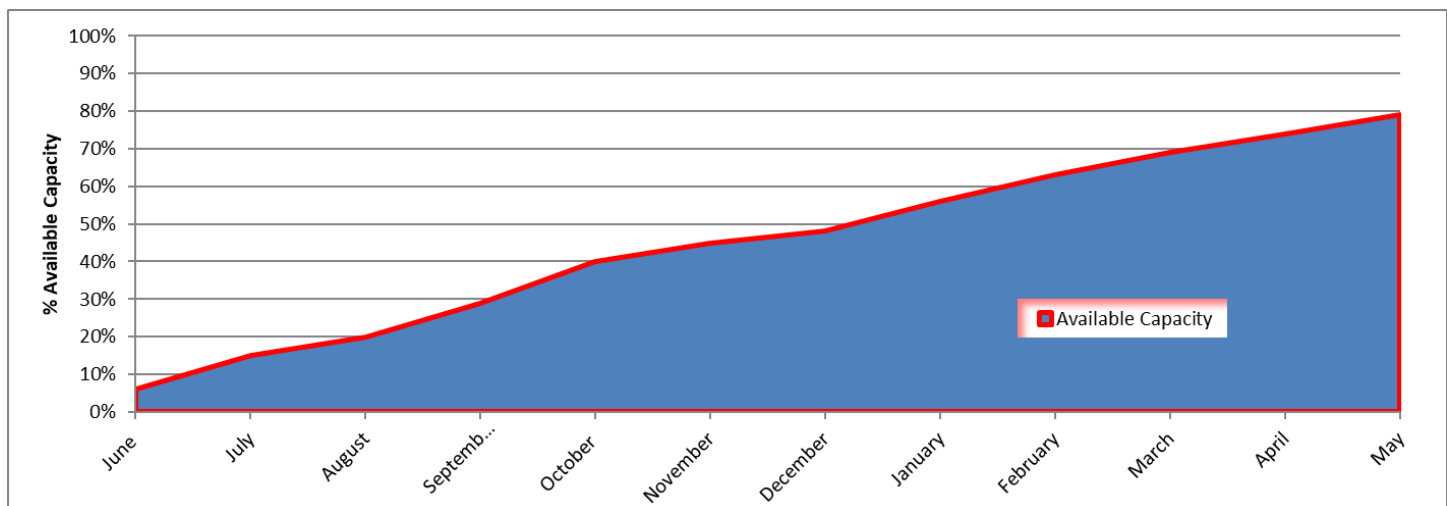
WORK ACTIVITIES AND AVAILABILITY (ADMINISTRATION)

The Administration Project Team has the experience and time necessary to complete this project. While our team is working on a variety of projects, we are confident in our ability and capacity to seamlessly fold in the work necessary for the Town of Tarboro's project needs. A few of the projects the team is currently working on are displayed below.

| Client | Project Type | % Complete |
|--------------------|---------------------------------------|------------|
| City of Sanford | CDBG Neighborhood Revitalization | 90% |
| Martin County | CDBG-CV | 50% |
| Nash County | CDBG-CV | 50% |
| Town of Jonesville | CDBG-CV | 50% |
| Town of Jonesville | CDBG Infrastructure Water | 90% |
| Jones County | USDA-Emergency Rural Healthcare Grant | 5% |
| Town of Jonesville | Rural Transformation Grant | 5% |

WORKLOAD AND CAPACITY (ENGINEERING)

Staff workload projections indicate that Engineering Project Team members will have sufficient time available to complete the project within the schedule to be determined. While our proposed project team is available and stands ready to begin, we have other resources in our Greenville, Wilmington, and Raleigh offices that could be engaged to ensure a timely project delivery. Our staff and management forecast our anticipated staff workload to project opportunities to reassign staff to ensure that client needs and deadlines are being met. Below is our estimated available capacity for the firm. Note that our backlog typically extends 12-15 months.



CAPACITY AND CAPABILITY

PROJECT MANAGEMENT

SCOPE

- Prepare clear defined scope
- Confirm project goals
- Identify roles and responsibilities

RISK

- Mitigate risk
- Implement QA/QC process
- Budget and schedule control

COMMUNICATION

- Identify stakeholders early
- Hold project workshops
- Provide summary monthly activity report

RESOURCE MANAGEMENT

- Internal project meetings
- Promote accountability
- On time and on task deliverables

SCHEDULE

- Detailed activity timeline
- Key milestones identified
- Integrated owner review
- Tracked regularly

BUDGET

- Updated estimates at 30%, 60%, and 90% milestones
- Cross check of estimating procedures within team partners
- Assist with project funding/financing

QA/QC

OWNER'S ROLE

UNDERSTANDING

- Accurately convey:
 - Scope
 - Schedule
 - Budget
 - Contract language
- Historical records
- Funding

EVALUATION

- Report comments/authorization
- Identify Local constraints
- Board meetings

EXECUTION

- Owner construction standards
- Redline reviews
- Convey authorization

IMPLEMENTATION

- Engagement
- Desired construction records
- Notifications of change

CONSULTANT'S ROLE

UNDERSTANDING

- Task order agreement
- Kickoff meeting
- Information exchange
- Concept development

EVALUATION

- Identify feasible solutions
- Scope, budget, schedule refinement
- Attendance at board meetings

EXECUTION

- Owner standards
- Internal design stds and calcs
- Cross-check work
- Biddability/Constructability review
- Regulatory permitting

IMPLEMENTATION

- Construction Administration / Pre-construction / progress meetings
- Construction observation
- Funding administration
- Submittal review
- Cost control
- Interpret contract
- Closeout inspections / Project certification

FAMILIARITY WITH LOCALITY

Tarboro is situated within 30 and 60 miles from The Wooten Company's Greenville and Raleigh offices, respectively. This close proximity has previously (and will continue to) provide opportunities for face-to-face meetings throughout these projects' lifespans, thus creating faster and more efficient project planning and implementation, as well as timely resolution to construction conflicts. This geographical proximity and developed relationship have been critical in completing over 140 projects with the Town of Tarboro, including, but not limited to:

Water Treatment Plant Projects

- 2000 Water Treatment Plant Repairs
- 2000 Phase III Water Plant Improvements (Alum Tanks)
- 2001 Water Treatment Plant Relocation Study
- 2010 Water System Improvement - Filter Rehabilitation
- 2010 Water Treatment Plant River Withdrawal/EA

Collection and Distribution Projects

- 2000 Water, Sewer, Street Extension Northridge Phase I
- 2001 Water System Management Plan
- 2001 Summerfield Section V Water, Sewer & Streets
- 2001 Water Main Extension WCC Catamarans Design
- 2008 Consulting Related to Rocky Mount Water Situation
- 2009 Sewer System Improvements - Riverfront & W. Northern Blvd.
- 2010 Hope Lodge, Phase I, Water, Sewer & Streets
- 2016 Sewer System Rehabilitation

Stormwater Projects

- 2001 CWMTF Urban Stormwater Management System
- 2007 Colony Road Area Storm Drainage Study
- 2008 Stormwater Review - Tar Pamlico Rules
- 2009 Feasibility Study for Constructed Wetland
- 2010 Hendricks Creek Flooding Upstream of Sunset Avenue

Streets and Sidewalks

- 2000 Street Improvements
- 2002 Street and Parking Lot Resurfacing
- 2003 CDBG Urban Redevelopment Project
- 2010 Colony Drive CWMTF Application for Land Acquisition & Berm Construction

And More

- 2001 Demolition & Debris Removal, Hurricane Floyd
- 2011 Riverfront Master Plan
- 2017 Emergency Watershed Protection Streambank Stabilization
- 2018 Sunset Avenue Repairs



GRANT AND FUNDING EXPERIENCE

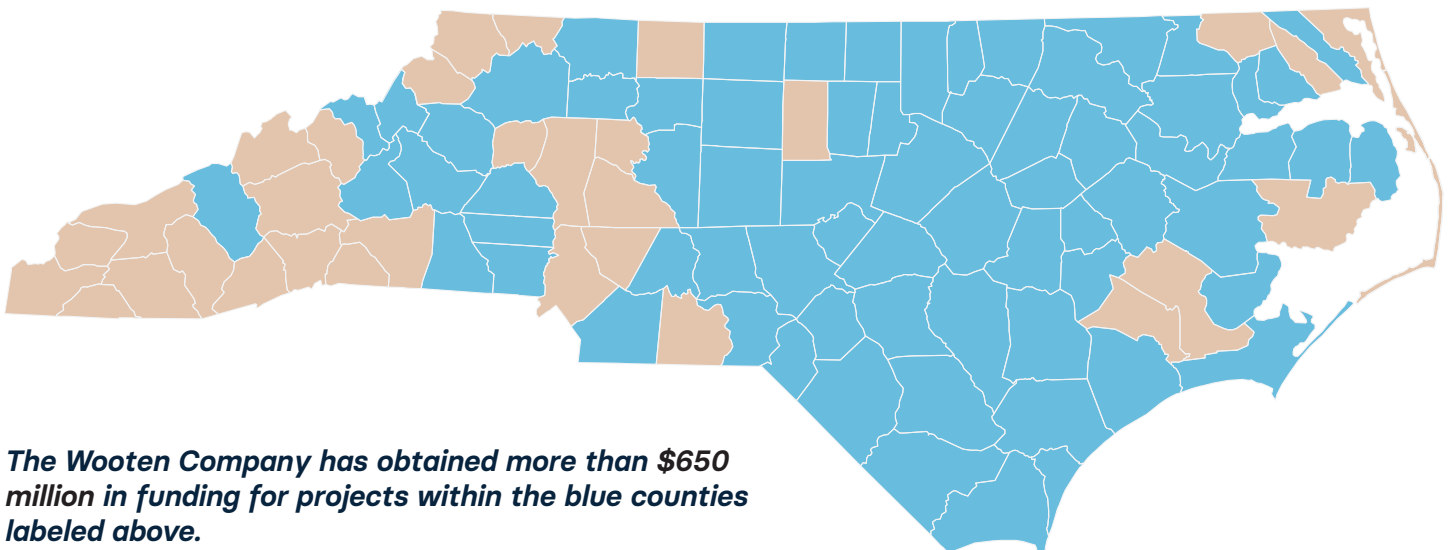
Our community development experience dates back to the 1960s, spurring community and economic development for clients across the State through more than 250 different State and Federal Grant funded projects. We are proud of our reputation for locating, applying for, and administering State and Federal Grants including RTG and many other funding programs efficiently and accurately.

The Wooten Company's administration project management experience includes economic development, infrastructure, multi-family new construction or adaptive reuse, and other community special projects. Our civil engineering department works in tandem with these efforts, designing the extension of public infrastructure (water, sewer, streets, or natural gas), storm drainage and stormwater collection systems, grading and erosion control, road widening, greenways, and park facilities.

Our ability to locate and pursue funding for our clients is evident in that we have secured over \$650 million for our clients during the last 37 years. Funding has been secured from Federal, State and Special Appropriation sources based on the type and magnitude of the project. Often times, we work with the funding agencies and our clients to 'package' programs that result in the least financial impact for our client's residents and customers.

We have extensive and successful experience in project development and grant writing for the following programs:

- North Carolina Department of Commerce Rural Transformation Grant.
- Community Development Block Grant (CDBG Commerce & NCDEQ)
- USDA Rural Development (USDA-RD)
- Clean Water State Revolving Loan Fund (CWSRF)
- Drinking Water State Revolving Loan Fund (DWSRF)
- State Reserve Program (DWSRP & WWSRP)
- Asset Inventory & Assessment Grant (AIA)
- Merger/Regionalization Feasibility Grant (MRF)
- Clean Water Management Trust Fund (CWMTF)
- NC DEQ Technical Assistance Grant (TAG)
- NC DEQ High Unit Cost Grant (HUC)
- NC Coastal Management Public Beach and Coastal Waterfront Access
- US Economic Development Administration (EDA)
- One North Carolina Fund (OneNC)
- NC Commerce Building Reuse
- NC Commerce Industrial Development Fund (IDF)
- Golden LEAF Foundation
- NC Tobacco Trust Fund
- NC Parks and Recreation Trust Fund (PARTF)
- Connect NC Bond
- Rural Economic Development Center
- NC Housing Finance Agency (NCHFA)
- State Tribal Action Grants (STAG)
- Appalachian Regional Commission (ARC)



The Wooten Company has obtained more than \$650 million in funding for projects within the blue counties labeled above.

WORK PLAN AND SCHEDULE

WORK PLAN

With a relationship that spans 50+ years, the Town of Tarboro is one of the longest continual clients of The Wooten Company. Through this experience, we have an understanding and history of the utility systems and community features that is unmatched by any other consultant. Our team wishes to continue this partnership to deliver similar successes related to the Town's RTG Resilient Neighborhoods program. Improving the ability of citizens and Town visitors to access the Town's Riverpark area will allow this park to become better utilized and more resilient to further damage to the streambank.

Project Understanding

As described in the RFQ and with our assistance in the application phase of the project, we understand the scope of this project to include providing pedestrian access from Main Street to the Riverpark walking and pedestrian areas via a new concrete stairwell and ADA compliant accessible ramp. Additionally, the project will include streambank stabilization of approximately 175 LF of the northern bank adjacent to a vehicular parking area that is also commonly used as a fishing location.

Our team consists of members from our local Water Resources, Building Systems (i.e. Electrical), Environmental, Civil-Site, Surveying, Funding, and Construction Groups, with most staff being located only a half hour away in Greenville or one hour away in Raleigh. Following our typical project methodology, we anticipate a project approach consisting of:



1) Project Approach Overview

- a) Conduct a kickoff meeting with the Project Team to ensure we have correct understanding of the project purpose, scope, design parameter and schedule. Adjustments will be made as necessary.
- b) Maintain constant communication with the Team throughout all phases of the project. Include the Team in all key decisions associated with the project. The Wooten Company considers itself as an extension of the Town's staff and will conduct our business accordingly.
- c) Schedule and conduct project meetings as needed and/or required. Our Greenville location allows convenient access between both Town and Wooten staff as well as both project areas.
- d) Provide support for the Town's community outreach efforts during project design and construction including face-to-face meetings with property owners if necessary.
- e) The Wooten Company proposes to progress through the project in five (5) distinct phases: A) Preliminary Engineering Report, B) Preliminary Design Phase, C) Final Design and Permitting Phase involving easement surveying and mapping, D) Bidding and Contract Award Phase, and E) Construction/Post-Construction Phase. The services proposed for each are described in more detail below.

Phases of the Project

1) Preliminary Design Phase

- a) Collect and review all available information from the Project Team concerning project including Preliminary Engineering Reports (if available), as-built drawings, completed surveys, and Town standards.
- b) Obtain right-of-way information from NCDOT and/or the Town
- c) Establish survey needs and complete detailed topographic field survey for sufficient area for each section on water main to be replaced, including Level C SUE on all existing underground utilities and location of the right-of-way within design corridor. SUE will be based on information obtained through NC 811.
- d) Identify all major obstacles such as existing landscaping, storm drainage, sewer infrastructure, dry utilities, and water bodies (including wetland/stream delineations if required) and develop an approach for addressing concerns early in the design.

WORK PLAN AND SCHEDULE

- e) Evaluate preliminary route of stairwell and ADA path based on Town standards, location of existing utilities, right-of-way, easement needs, environmental concerns, and design considerations. Evaluate alternatives for streambank stabilization technologies and their applicability to the specific Tarboro application.
- f) Compare the proposed alternatives in terms of potential cost of construction, traffic impacts, easement acquisition cost, use of existing and future infrastructure, operation cost and environmental impacts.
- g) Conduct a meeting with the Team to present comparisons, make recommendations on routing and receive approval for the recommendations.



2) Final Design & Permitting Phase

- a) Based on Team approved preliminary design, prepare 60% construction drawings to finalize horizontal alignment and establish vertical alignment.
- b) Make submission to the Town and meet to review comments.
- c) Identify easement needs, if any, to Town and begin preparation of Easement plats.
- d) Incorporate comments from the Team and prepare 90% construction drawings including traffic control plans if required and erosion control plans.
- e) Make submission to the Town and meet to review comments.
- f) Submit easement plats to the Town for approval and to begin property acquisition (if required).
- g) Submit permits for approval (USACE, NCDOT, etc.).
- h) Respond to comments and finalize 100% construction drawings.
- i) Make submission to the Town and meet to review comments.
- j) Make final revisions and provide final documents to the Town for advertising and bidding.

3) Bidding & Contract Award Phase

- a) Prepare final detailed construction cost estimate
- b) Attend pre-bid meeting.
- c) Review RFIs submitted by planholders and prepare addenda as required.
- d) Attend bid opening.
- e) Prepare bid tabulation, solicit contractor's qualifications documents and prepare discussion of bids for contract award.

4) Construction Administration Phase

- a) Assist the Project Team with administering the construction contract. Any or all of the following tasks can be included as desired by the Town.
- b) Conduct pre-construction conference and provide minutes to all attendees.
- c) Review shop drawings, process pay requests, issue change orders, respond to request for information on design intent, and confirm as-built data.
- d) Conduct field meetings with contractor to discuss progress and upcoming work.
- e) Coordinate with third party testing agency as necessary.
- f) Review and verify compliance of all required filed testing.
- g) Provide final observation of all construction and provide a written certification of final observation to the Town and the required State agencies including providing partial certifications as water lines are installed in each location so they can be placed into service.

WORK PLAN AND SCHEDULE

- h) Issue Certificate of Substantial Completion at such time the work is determined to be substantially complete.
- i) Close-out project (after as-built drawings / certification).
- j) Part-time site observation can be coordinated with Contractor to ensure time spent on site is constructive and meaningful.

5) Construction observation services will include the following:

- a) Observe materials and finished workmanship.
- b) Evaluate progress and construction schedule.
- c) Confirm completion of work being claimed for payment.
- d) Review any unique site conditions uncovered which may impact construction of the project as designed. Evaluate potential solutions and alternative with the Project Team.
- e) Observation reports will be generated following each visit and made available to the Town.

6) Post-Construction Items

- a) Prepare record drawings in CAD based on as-built “red-line” information provided by the contractor and Wooten observer (per construction contract requirements).
- b) Provide reproducible record drawings along with a digital copy of the record drawings to the Town.
- c) Complete warranty inspection of the project 30 working days prior to the warranty expiration.
- d) Provide a written report within four (4) working days after the warranty inspection to the Town and contractor identifying all defective and deficient work uncovered by the inspection.



The Wooten Company is well-positioned to provide not only responsive, but cost-effective solutions. Cost control will be a significant consideration while also maintaining the longevity and integrity of the Town's assets. Our firm has a long history of providing engineering services that provide innovative solutions to meet budgetary constraints. We strive to provide the “best fit” solution, understanding that cost-effectiveness means that projects will have less impact on your customers.

Funding

Our ability to locate and pursue funding for our clients is evident in that we have secured over \$600 million for our clients during the last 37 years. Funding has been secured from Federal, State and Special Appropriation sources based on the type and magnitude of the project. Often times, we work with the funding agencies and our clients to ‘package’ programs that result in the least financial impact for our client's residents and customers.

Schedule

| SCHEDULE ACTIVITY | RIVERPARK ACCESSIBILITY AND STREAMBANK IMPROVEMENT |
|--|--|
| Pre-Design Meeting (After release of funds) | July 14, 2023 |
| Bid-and-Design Package Submittal (obtain all permits) | December 31, 2023 |
| Advertisement of Project, Receive Bids, Execute Construction Contracts | March 1, 2024 |
| Construction Activities | June 28, 2024 |
| Post-Construction Closeout | August 30, 2024 |

DOCUMENTATION OF COMPLIANCE WITH STATE AND FEDERAL DEBARMENT / ELIGIBILITY REQUIREMENTS

DEBARMENT STATEMENT

By submitting this proposal, in accordance with State guidelines and requirements, The Wooten Company certifies that the Federal Excluded Parties List System and the State of North Carolina Debarred Vendors List have been checked, and that the Company is eligible to participate in a RTG-assisted project (DUNS: 058525122 / Federal ID: 56-0509703). Furthermore, by submitting this proposal, The Wooten Company certifies it is compliant with E-Verify (N.C.G.S. 64-26(a)), the Iran Divestment Act (N.C.G.S. 143-6A-5), and Divestment from Companies that Boycott Israel (N.C.G.S. 147-86.80).

SECTION 3 STATEMENT

In accordance with HUD's regulations in 24 CFR Part 135 (Section 3), The Wooten Company, agrees to implement the following specific steps directed at increasing the utilization of lower income residents and businesses within the project area:

- Attempt to recruit, from within the project area, lower income residents through various notifications, workforce development organizations, and employment services.
- List lower income area residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- Insert Section 3 Plan information in all procurement documents, contracts, and subcontracts.
- Ensure that all appropriate project area business concerns are notified of pending contractual opportunities.
- Encourage select contractors using their proposed participation in Section 3 objectives as part of the selection consideration.

MWBE/DBE/HUB STATEMENT

The Wooten Company does not meet this criteria.

REFERENCES

MICHAEL PARDUE - TOWN OF JONESVILLE

Town Manager - 336.835.3426 - mpardue@townofjonesvillenc.com

KYLE SMITH - JONES COUNTY

County Manager - 252.448.7571 - ksmith@jonescountync.gov

PATSY MCGHEE - NASH COUNTY

Assistant to the County Manager - 252.462.2434 - Patsy.McGhee@nashcountync.gov

KAREN KENNEDY - CITY OF SANFORD

Community Development Manager - 919.718.4657 - karen.kennedy@sanfordnc.net

COST OF SERVICES

Grant Administration Services: The Wooten Company proposes to conduct its scope of **ADMINISTRATION** services for a lump sum amount of **Forty-Three Thousand Seven Hundred Fifty Dollars (\$43,750.00)**. Invoices will be delivered to the Town of Tarboro by the Wooten Company monthly in accordance with the percentage of work completed. This fee takes into account the detailed RTG Program Set-Up, Compliance, and Project Implementation efforts that are required for a project such as this.

Engineering Services fee will be negotiated after a firm is selected according to their qualification in accordance with the Mini-Brooks Act.

Additional Services: Should the Scope of Services be amended per request of the Town of Tarboro or should the Schedule extend beyond the estimated grant closeout noted above, the Town of Tarboro and The Wooten Company will negotiate fees for additional services provided on an hourly rate basis in accordance with the attached Schedule of Fees.

The hourly rates outlined below include fringe benefits, indirect costs, reimbursable expenses, and profit.

| WAGE CATEGORY | HOURLY BILLING RATE |
|---|---------------------|
| Engineer I | \$ 120 |
| Engineer II | \$ 147 |
| Engineer III | \$ 184 |
| Engineer IV | \$ 220 |
| Engineer V | \$ 260 |
| Designer I | \$ 87 |
| Designer II | \$ 104 |
| Designer III | \$ 128 |
| Designer IV | \$ 159 |
| Construction Admin I | \$ 120 |
| Construction Admin II | \$ 168 |
| Construction Admin III | \$ 229 |
| Construction Observer / Resident Project Representative | \$ 114 |
| Survey Technician I | \$ 54 |
| Survey Technician II | \$ 70 |
| Survey Technician III | \$ 91 |
| Survey Technician IV | \$ 107 |
| Survey Technician V | \$ 127 |
| Surveyor II | \$ 118 |
| Surveyor III | \$ 138 |
| Surveyor IV | \$ 191 |
| GIS Analyst II | \$ 89 |
| GIS Analyst III | \$ 125 |
| GIS Analyst IV | \$ 139 |
| Community Development Coordinator | \$ 142 |
| Funding Coordinator I | \$ 85 |
| Funding Coordinator II | \$ 109 |
| Funding Coordinator III | \$ 163 |

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Standard Hourly Rates apply only as specified in the original contract and are subject to annual review and adjustment. Future additions or amendments to the original contract may be subject to the rates in effect at the time of the modification.

Effective as of July 1, 2022.

As a team devoted to supporting the health and welfare of communities throughout the Carolinas, we sincerely appreciate the opportunity to continue to develop our working relationship with the Town of Tarboro. These referenced qualifications are the results of decades of hard work and commitment - a proud cornerstone of our practice - to the communities that we call home.

A Tradition of
DESIGNING THE FUTURE ►