



AGENDA

Tuesday, August 27, 2024: 3:00 PM

Town Council Work Session

**C. Michael Haney Community Room: Southern Pines Police Department
450 W. Pennsylvania Ave**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

4. ACTION ITEMS

a. Consider PD-03-24: Written Decision for Ace Hardware Phases 2 & 3A PDP

Staff has prepared a draft Written Decision for application PD-03-24, Ace Hardware Phases 2 & 3A PDP, for the Town Council's review and approval.

5. COUNCIL UPDATES AND DISCUSSION

a. Follow Up on Homeless Discussions

Earlier this year, the Town partnered with students in the U.S. Army Civil Affairs qualification course to scope the depth of homelessness in the area and facilitate a set of recommendations for local leaders. Staff has prepared a summary of these recommendations.

b. New Park Signs

The FY 24-25 budget includes funds to replace the entrance signs at the Town's parks. Before these signs are produced, staff wants to confirm the names that will be used.

c. Facilities Report

At the request of Council, staff has prepared a report summarizing the expenses and needs associated with the buildings maintained by the Town. Staff is prepared to review the report and answer any questions.

d. Town Council Rules of Procedure

At the request of Council, Town Attorney Mac McCarley has prepared a draft set of procedural rules for the Town Council. He will discuss the proposed rules and next steps for adopting them, if desired by Council.

e. Annexation Overview

As requested by Council, Town Attorney Mac McCarley and Town Manager Reagan Parsons will provide a brief overview of state annexation law and past local history.

f. Watershed Credits Discussion

Staff will provide an update regarding requested transfers from Moore County in addition to facilitating general discussion around allocation of credits.

g. Planning Department Update

Staff will update Council on applications advancing from the Planning Board to Council and implementation efforts related to the 2040 Comprehensive Plan.

6. COUNCIL ROUNDTABLE

7. ADJOURNMENT

Meetings/work sessions of the Southern Pines Town Council are now available on the Town's [YouTube channel](#). Video of the Town Council meetings will be live streamed on the channel for viewing either during the meetings or after they have concluded. Please note, the video is provided only for the purposes of viewing the meetings; public comments or questions are not accepted via the live stream. To receive notifications when new content is published, please "subscribe" to the Town's channel at <https://bit.ly/3hXx2Qk>

Agenda Item

To: Reagan Parsons, Town Manager

From: BJ Grieve, Planning Director
James Broadwell, Planner I

Subject: PD-03-24: Planned Development District - Preliminary Development Plan for Ace Hardware Planned Development District, on ±3.8 acres on the South side of Airport Road; Petitioner: Mr. Bob Koontz, on behalf of Southern Pines Ace Land Company

Date: August 27th, 2024

I. PURPOSE

Per UDO §2.14.6(F)(11), “A written decision must be approved for every quasi-judicial application, either by entering the decision at the end of the hearing or at a subsequent meeting of the hearing body, which shall generally be the next scheduled meeting. As part of the written decision, the hearing body must make findings of fact and conclusions as to applicable standards and any conditions. The chair may direct the Planning Director or Town Attorney to draft a written decision for approval by the hearing body at its next regularly scheduled meeting, which approval may be on a consent agenda.”

Planning staff have prepared a draft of the written decision of the Town Council’s approval of application PD-03-24 that was heard by the Town Council at the regular meeting on August 13, 2024 that the Town Council may now wish to adopt. If the Town Council approves the drafted written decision, the Mayor will sign the document. The original signed version will be delivered to the applicant, authorized agent, and property owner with Planning staff and the Town Clerk maintaining copies of the signed document for their respective files.

II. SUMMARY OF APPLICATION REQUEST

Mr. Bob Koontz, on behalf of Southern Pines Ace Land Company, submitted a Planned Development District – Preliminary Development Plan application pursuant to §2.18.5 of the Town of Southern Pines Unified Development Ordinance for the development of 32,650 square feet of Retail, Restaurant, Office, and Warehouse space on approximately 3.8 acres on parcels identified as PIN 857300963887 (PARID 00033603) and PIN 857300974451 (PARID 00033604). Phase 1 of this Planned Development District has already been constructed, and this Preliminary Development Plan, being Phase 2 and 3A, will expand on the District’s establishments and uses. Per the Moore County tax record, the subject property is owned by Southern Pines Ace Land Company, LLC.

III. TOWN COUNCIL EVIDENTIARY HEARING AND ACTION

A public evidentiary hearing regarding a proposed Preliminary Development Plan (PDP) for the Ace Hardware Planned Development was called to order with five members present on August 13, 2024. The oath was administered to all witnesses choosing to speak.

Planning staff entered the August 13, 2024, staff report as Exhibit A and staff's August 13, 2024 presentation as Exhibit B. The authorized agent, Mr. Bob Koontz, entered their presentation as Exhibit C. Qualified witnesses entered a Traffic Assessment as Exhibit D, an Appraisal Impact Assessment as Exhibit E, and the applicant's alternative conditions proposal as Exhibit F. After closing the hearing, Town Council discussed and voted on the draft findings of fact.

The Town Council voted 5-0 to adopt with conditions Attachment 1 of the staff report as Finding of Facts. The Town Council then voted 5-0 to approve PD-03-24 as presented at the August 13, 2024 Town Council Meeting.

IV. ATTACHMENTS

1. Written Decision of the Board: PD-03-24

V. TOWN COUNCIL ACTION

The Town Council may wish to take one of the following actions.

1. No action;
2. Accept the Written Decision for PD-03-24 as prepared by the Town staff;
3. An action listed above with the following conditions...; or
4. Action not listed above...



CASE NUMBER: PD-03-24

**FINDINGS OF FACT, DECISION OF THE BOARD, AND ORDER IN THE MATTER
OF A PRELIMINARY DEVELOPMENT PLAN APPLICATION FOR THE ACE
HARDWARE PLANNED DEVELOPMENT**

DESCRIPTION OF MATTER

Mr. Bob Koontz, on behalf of Southern Pines Ace Land Company, LLC submitted a Planned Development District – Preliminary Development Plan application pursuant to §2.18.5 of the Town of Southern Pines Unified Development Ordinance for 32,650 square feet of Retail, Restaurant, Office, and Warehouse space on 13.4 total acres on parcels identified as PIN 857300963887 (PARID 00033603) and PIN 857300974451 (PARID 00033604). Phase 1 of this Planned Development District has already been constructed, and this Preliminary Development Plan, being Phase 2 and 3A, will expand on the District’s establishments and uses. Per the Moore County tax record, the subject property is owned by Southern Pines Ace Land Company, LLC.

A public evidentiary hearing regarding a proposed Preliminary Development Plan (PDP) for the Ace Hardware Planned Development was called to order with five members present on August 13, 2024. The oath was administered to all witnesses choosing to speak. Planning staff entered the August 13, 2024 Staff Report as Exhibit A and staff’s August 13, 2024 presentation as Exhibit B. The authorized agent, Bob Koontz of KoontzJones Design, entered their presentation as Exhibit C. Qualified witnesses entered a Traffic Assessment as Exhibit D, an Appraisal Impact Assessment as Exhibit E, and the applicant’s alternative conditions proposal as Exhibit F. After closing the hearing, Town Council discussed and voted on the draft findings of fact. Detailed discussion during the evidentiary hearing can be found in the meeting minutes on record in the Town Clerk’s office and online.

FINDINGS OF FACT

Finding of Fact #1:

The Town Council finds that the application is complete and that the facts submitted are relevant to the case because the request for Preliminary Development Plan approval has met the specified submittal requirements as required in the Town of Southern Pines UDO Appendices, the applicants have submitted adequate evidence addressing criteria for a Preliminary Development Plan, and the evidence submitted was sworn testimony by qualified experts or provided through substantiated documentation.

Finding of Fact #2:

The Town Council finds that the application complies with UDO §2.18.5(H) Criteria for a Preliminary Development Plan (Criteria 1-4), with the imposition of conditions of approval, in that:

1. The application demonstrates that it will achieve the purposes of the PD district and the UDO.

The Ace Hardware CDP is a Traditional Mixed-Use development that was approved in April 2022. The CDP does not set forth a clear “purpose” for the development but does describe allowable land uses as General Business and Office Services. Prior phases of development have resulted in a hardware store and stormwater pond, and a proposed Greenway Trail that is still undergoing development.

The purposes of a PD district are described in UDO §3.5.14. Based on the planning staff’s review of this section and based on testimony and evidence presented at the evidentiary hearing held on August 13, 2024, the Town Council finds two inconsistencies between the proposed site plan in the Ace Hardware Phases 2 and 3A PDP and the overall purpose and intent of a Planned Development:

1. **Usable Open Space Usage.** The Usable Open Space depicted in Phase 2 leaves too much ambiguity and room for a lessee to deviate from what UDO §3.5.14(A)(9) calls for - *Foster Development of a network of open space to serve a variety of recreational and environmental purposes designed and located with respect to existing unique natural features and environmentally sensitive areas.* Lessees could employ large portions of the open space for graveled-over seating or leave it as a largely unutilized space.
2. **Parking Volume.** The Phase 2 and 3A parking spaces amount to 130, with the UDO parking standards calling for a minimum of 114. Phase 1 has 176 spaces, with Phase 3B yet to be determined. This will amount to well over 306 spaces for the Ace development. UDO §3.5.14(A)(6) reads *to encourage common or shared parking.* This development should improve its design by anticipating peak hours of customer traffic per business, sharing parking according to those hours, and ultimately eliminating some spaces.

The Town Council finds that the Preliminary Development Plan achieves the purposes of the Planned Development and UDO by including two conditions of approval related to the development of Usable Open Space and parking volume. This is because the conditions of approval will align the PDP with the purposes of a Planned Development as set forth in UDO §3.5.14(A)(6), §3.5.14(A)(9), and §3.5.14(A)(10).

With the inclusion of these conditions, the Town Council finds the Phase 2 and 3A PDP is consistent with the purpose of the Planned Development District and the UDO.

2. The Preliminary Development Plan is consistent with the Conceptual Development Plan and conforms to all applicable provisions of this UDO.

Based on statements made in the revised application materials attached to the Planning Department's staff report dated August 13, 2024, the Town Council finds that with the conditions set forth under Criteria 1 above, the application contains enough information and commitments to be deemed generally consistent with the CDP and UDO. Therefore, the PDP is appropriate given the specific mix of uses and character of the development and achieves an efficient, safe, and economical land use without detracting from the quality of the overall Ace Hardware development or the community as a whole.

3. The proposed Development is located in an area of the Town that is appropriate.

The proposed development is Phase 2 and 3A of the Ace Hardware CDP. The area being developed is designated "Traditional Mixed-Use" in the Comprehensive Long-Range Plan (CLRP), the predecessor of the 2040 Comprehensive Plan, under which this project is vested. The proposed land use will provide additional retail, restaurant, and office services and will further expand a growing retail and service industry job base within walking distance of a large apartment complex, Sandhills Community College, a traditional residential community, restaurants, a grocery store, and the Southern Pines Greenway System. Building heights are restricted to 50'.

The Town Council finds that given the prior phase of Ace Hardware's development, the CLRP designation, and the relative convenience of the location near a variety of existing and planned land uses, the proposed development is located in an appropriate area of town. Furthermore, the development is located in an area of town with existing access to necessary infrastructure and where the street system is adequate, or will be improved to be adequate, to accommodate the projected traffic volumes.

4. The proposed Development will not cause the need for inefficient extensions and expansions of public facilities, utilities and services.

Town Council finds that the proposed PDP is served by all necessary utilities and transportation infrastructure and the development will bear the cost of all infrastructure modifications and/or extensions. Development of the subject property in the manner proposed is an efficient way to increase jobs and tax base, while providing for a more vibrant community atmosphere.

CONCLUSION AND DECISION

Therefore, by a vote of 5-0, the Town Council voted to approve with conditions the Ace Hardware Preliminary Development Plan PD-03-24 with the following additional conditions as drafted by the applicant and submitted as Exhibit F:

Condition 1 – Phase 2 Usable Open Space Usage.

The Phase 2 Usable Open Space shall include a minimum of these four featured components:

1. A grass lawn, as depicted on the PDP, to be maintained by the Phase 2 lessees, developer, or property owner's association.

2. Three separate planting beds that encompass at least 30 square feet each OR eight planters at least 3½ feet in diameter, to be maintained by the Phase 2 lessees, developer, or property owner's association.
3. Permanent seating as depicted on the PDP, directly on or adjacent to the lawn. The developer can opt for picnic tables, benches, stand-alone chairs, or a combination of these, all rated for outdoor use.
4. One pergola structure, similar shade structure, or two (2) shade trees, including adjacent landscaping, located within the Open Space. The structure or tree locations will be at the developer's discretion.

Condition 2 – Phase 2 and 3A Parking Volume.

No parking will be permitted with the development of Parcel 3B to encourage shared parking throughout the development. All parking to serve parcel 3B will be shared with all other parcels within the Ace Hardware CDP area. Any uses on parcel 3B will not be required to meet minimum parking standards for their particular use as it is understood that all parking for this parcel will be shared parking.

This is the 27th day of August, 2024.

FOR THE TOWN COUNCIL:

Taylor Clement, Mayor



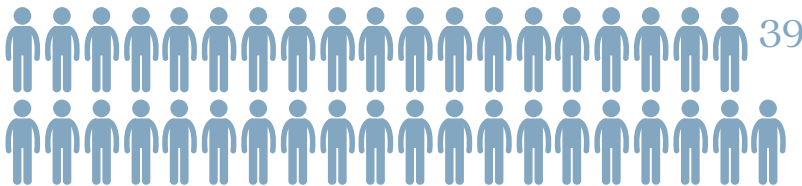
Background

The 2024 “Point in Time (PIT)” count identifies 59 Moore County people as homeless. It’s commonly accepted that the PIT counts realistically represent about 50% of the total homeless population.

Key Points

- Homelessness is generally defined by the Federal Register as “an individual or family who lacks a fixed, regular, and adequate nighttime residence.”
- There is a distinction between sheltered and unsheltered homelessness. The sheltered homeless may reside in shelters or transitional housing like motels.
- Not included in the PIT count are individuals and families “doubled up” – staying with a family member, friend, or similar. Moore County Schools lists 112 students in this category.
- It is still hard to identify recent trends locally. During the COVID pandemic, counts were skewed because the unsheltered were not counted. The 2024 Moore County PIT count shows a 28% INCREASE in homelessness from 46 in 2023 to 59 in 2024.

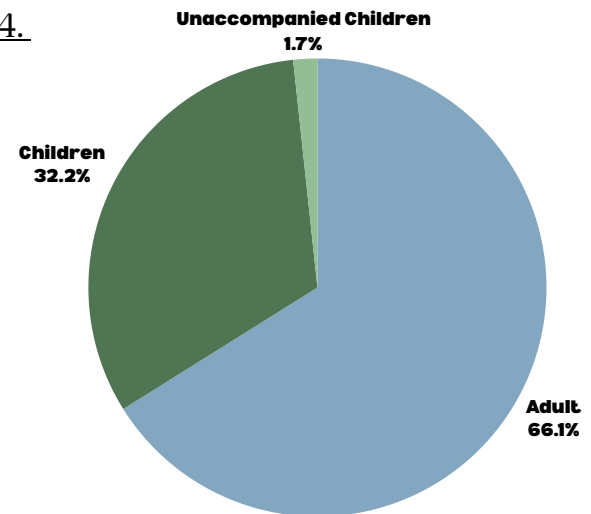
Homeless Adults



Homeless Children



1 Unaccompanied Children



Southern Pines’ Efforts

- The Town leases the buildings to the Sandhills/Moore Coalition for Human Care and Head Start program for \$1/yr each. In addition, The Boys and Girls Club leases its facility at no cost.
- The Library provides free services to the homeless and community members in need, including internet access, computers, and job search resources.
- Parks & Recreation has programs for after-school and summer camps, helping working parents by providing affordable child care.
- The Town provides space to the Moore County Farmers Market at no cost, helping to address food scarcity by providing fresh, low-cost, locally grown foods.
- Facilitated engagement between Town leaders, community activists, and US Army Civil Affairs school for initial assessment and recommendations in the Spring of 2024.



Early spring 2024, students in the U.S. Army Civil Affairs qualification course partnered with the Town of Southern Pines to scope the depth of homelessness in the area and facilitate a set of recommendations for local leaders to begin addressing this growing problem.

The students met with representatives from TEAMWorkz, Tandra's Place, Moore County Schools, and Trinity AME Zion as well as TOSP elected and professional leadership.

North Carolina counties are funded by the state to provide human and social services, which includes the homeless. Municipalities do not receive any funding for this work.

Consensus was clear on the value of a **working group** made up of county, municipal, and community leaders to address potential solutions and enhance communications between those working the issue and local agencies.

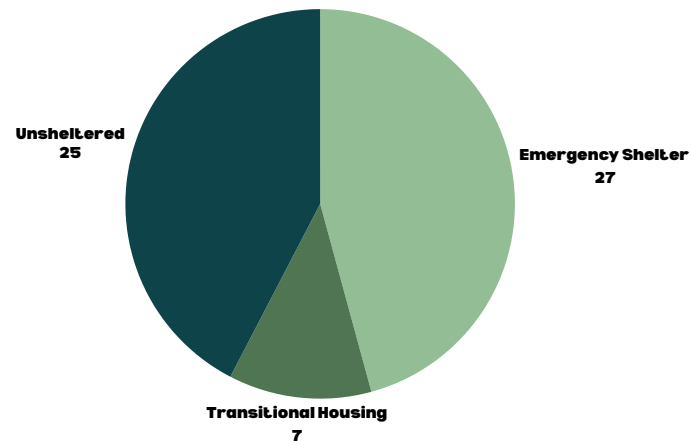
The group recommends as a first step that the working group host a resources event where homeless can access health, shelter, clothing, food, and other support. This event is modeled on the Veteran's Administration "Stand Down for Homeless Veterans" : www.va.gov/homeless/events.asp It is also recommended that a resource guide be developed and kept updated to provide to residents experiencing homelessness and those who serve them.

What is a Stand-Down?

A stand-down is a resources fair for homeless or at risk individuals and families that is staffed by government, non-profit, and private sector volunteers. Usually an annual weekend event, it's an opportunity to provide immediate essentials and identify long-term solutions and solutions. Stand-downs typically include:

Hair/Beard Cut	Seasonally Appropriate Clothing	Dental	Medical
Social Services	Hygiene Supplies	Job Resources	Housing Resources
Food Bank	Addiction Resources	Comfort Supplies	Other Services

2024 PIT Count for Moore County



MEMO

To: Reagan Parsons, ICMA-CM, Town Manager
From: Jessica Roth, ICMA-CM, Assistant Town Manager
Date: August 23, 2024
Re: Park Names for Signage Project

Background

\$25,000 has been budgeted for FY 24-25 toward new park entrance signs, wayfinding signs along the trails, and other signs that are outdated, faded, or have fallen into disrepair. Staff is advancing this project now; examples of some of the new signs are included for reference.

Park Names

Pictured at left is the standard entrance sign at our Town parks and many of our facilities. Many of these signs are showing discoloration or areas of rot, so we will be installing new frames/bases and signage.

Before we order and install new entrance signs, staff wants to confirm the names that will be used for the parks. These are the names we plan to use, unless Council prefers otherwise:

- Campbell House Park
- Downtown Park
- E.S. Douglass Community Center
- Elizabeth Rounds Playground at Reservoir Park*
- Martin Dog Park
- Memorial Park
- Morganton Road Sports Complex
- Pool Park
- Reservoir Park
- Sandhurst Park
- Whitehall at Reservoir Park*



The Whitehall Master Plan discusses the value of the name recognition that Reservoir Park has as a well-loved and popular regional park. The Master Plan recommends treating Reservoir Park, Elizabeth Rounds Playground, and the Whitehall property as a singular, 326-acre park instead of three separate parks or facilities.



We take great pride in the natural beauty, historical sites, local businesses, public spaces, and schools in Southern Pines. We want everyone to be able to access and enjoy these wonderful assets safely. It's the Southern Pines Way.



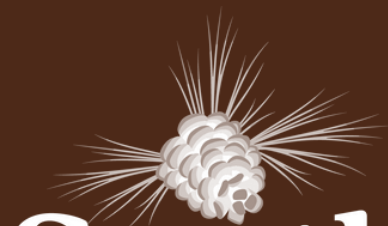
Leash Up!

No Ifs, Ands, or Wagging Butts.

*Need One?
Borrow Here!*



DOGS MUST BE LEASHED IN ALL TOWN PARKS AND
ON TRAILS & GREENWAYS. IT'S THE LAW!



**Southern
Pines**

Check out Martin Dog Park for 50 acres of
off-leash, tail wagging fun!

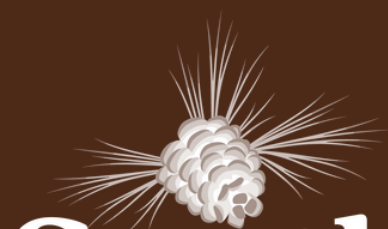


Keep Our Parks Pawsome: Leash Your Dog!

*Need One?
Borrow Here!*



DOGS MUST BE LEASHED IN ALL TOWN PARKS AND
ON TRAILS & GREENWAYS. IT'S THE LAW!



**Southern
Pines**

Check out Martin Dog Park for 50 acres of
off-leash, tail wagging fun!



SEE IT. REPORT IT.
SPOT A CHANGE IN THE DAM?
TELL THE TOWN!

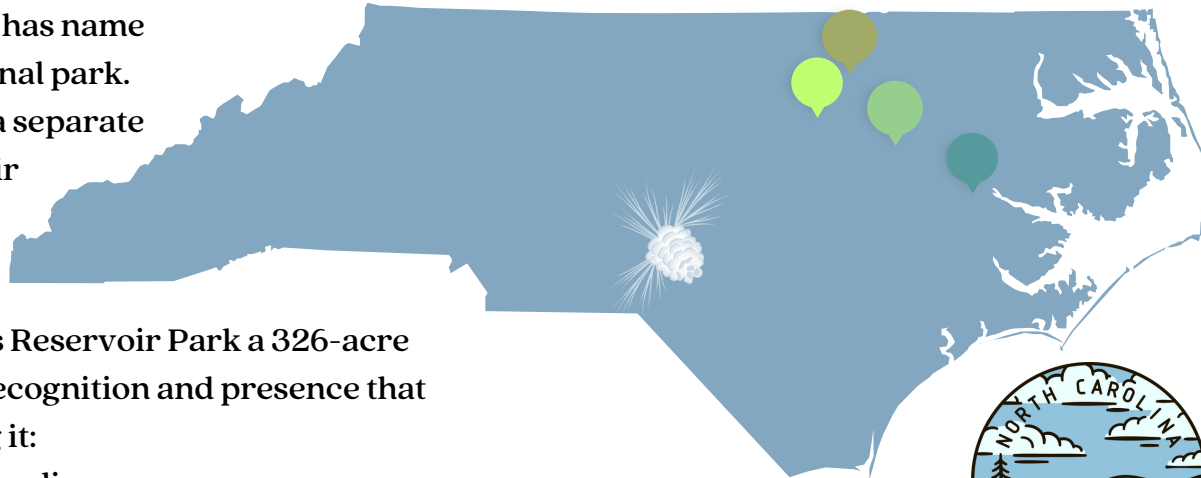
Report any changes in the dam,
water level, or overflow areas. Help
protect our Reservoir Park Dam.



Call 910-692-2720



The existing 165-acre Reservoir Park already has name recognition as a well-loved and popular regional park. Rather than treating Whitehall's 157 acres as a separate park, the Town has combined it with Reservoir and the 4-acre Elizabeth Rounds playground.



The addition of the Whitehall property makes Reservoir Park a 326-acre passive park. This further adds to the name recognition and presence that Reservoir Park has in North Carolina, making it:

- the 4th largest municipal park in North Carolina
- the largest municipal park south of the Triangle

5 LARGEST MUNICIPAL-OWNED PARKS IN NC

1

Lake Holt

1,600 acres
Butner
Population
8,700

2

River Park North

487 acres
Greenville
Population
87,500

3

West Point on the Eno

404 acres
Durham
Population
283,500

4

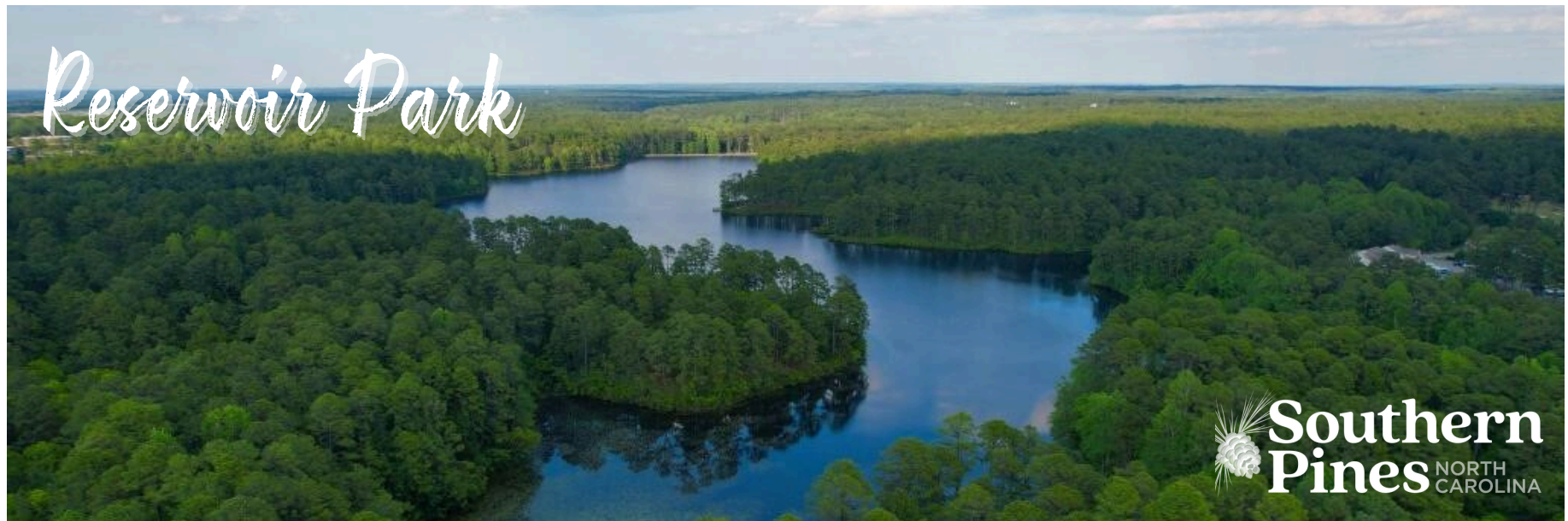
Reservoir Park

326 acres
Southern Pines
Population
15,500

5

Dorothea Dix Park

307 acres
Raleigh
Population
467,700



“

The 326-acre Reservoir Park is owned by the Town of Southern Pines and is a gem in the Sandhills. A 95-acre lake and permanently protected longleaf pine stands and habitats for the endangered red cockaded woodpecker showcase the park's natural beauty. Passive recreation activities include an 18-acre disc golf course, playground, and exercise stations. Over 7 acres of trails connect to the Southern Pines greenway network. The Town offers recreation & library programs in the Whitehall house, carriage house, and barn. Private rental spaces & picnic shelters are available for community use. Reservoir Park is the biggest park in Moore County and the largest municipal-owned park south of the Triangle.

”

SOUTHERN PINES



**FACILITIES
EXPENSE &
NEEDS
ANALYSIS**

**AUGUST
2024**

**We take great pride in the natural beauty,
historical sites, local businesses, public spaces,
and schools in Southern Pines. We want
everyone to be able to access and enjoy these
wonderful assets safely. It's**

*the Southern
Pines Way*



We appreciate our Town of Southern Pines team members whose mission it is to maintain our buildings, grounds, and public places. Their tireless work and attention to detail keeps these facilities safe and welcoming not only for the community, but also for their teammates as we carry out our work inside them. Your efforts are noticed and we are fortunate to have our facilities in the care of such capable hands.

FACILITIES

Darren Johnson
Superintendent

Moe Baker
Head Custodian

George Graham
Patricia Henderson
Wayne Talbert

Josh Dew
Scott Odom
Facility Technicians

PARKS & GROUNDS

Graham Purcell
Superintendent

Larry Harris
Bryon Robb
Crew Leaders

Ryan Barber
Steve Davis
Larry Facer
Al Graham
Tiquan Murphy
Amy Reeves
Brian Russell
Kurdrey Williamson

Table of Contents

4

Introduction

Overview of the methodology used in creating this report and the Town of Southern Pines facilities included.

9

Facility Ratings

Ratings identified in the 2019 facilities condition assessment. The major interior and exterior building components were rated based on their condition at that time, anywhere from excellent to poor.

12

Town Facilities: Status Quo

Arranged in alphabetical order by facility name, this section details projects completed over the past 5 years and needs over the next 5-10 years. It also identifies the annual routine operating expenses for each building.

46

Space Needs Analysis

This section summarizes recommendations from the 2019 space needs assessment and the projects the Town has completed since then to address these needs.

59

Leases & Property Use Agreements

Details on Town-owned structures or properties that are used by other entities, through formal building or ground leases, property use agreements, and similar arrangements.

Memo

To: Town Council & Town Manager Reagan Parsons, ICMA-CM
From: Jessica Roth, ICMA-CM: Assistant Town Manager
Date: August 13, 2024
Re: Analysis of Town Facilities & Expenses

This report provides a high-level overview of the expenses and needs associated with the 19 buildings maintained by the Town. It excludes unoccupied park structures like restrooms and shelters, which were evaluated earlier in 2024 for budgeting purposes.

The report outlines maintenance, repairs, and updates completed over the past five years, and it forecasts future needs and priorities for the next 5–10 years. It includes data on facility usage, rental revenues, and estimated annual operating costs for each building.

As the report shows, the Town spends nearly \$1.3 million annually on routine operating expenses for these 19 buildings. This does not include pay and benefits for the Town staff who handle custodial, maintenance, and grounds work. Their work totals over 8,200 hours per year for routine tasks dedicated to keeping our facilities operational.

Facilities Condition Assessment

In 2019, the Town engaged Creech & Associates to assess the condition and space needs of 15 buildings totaling over 153,000 square feet. In 2021, a similar assessment was done for the three structures at Whitehall to aid in master planning. The 2019 assessment noted that while all buildings were maintained well, their ages—ranging from the 10-year-old Police Department to the circa-1910 Campbell House—had led to some deficiencies.

Over the past five years, the Council has dedicated funds to implementing Creech's recommendations, with projects prioritized for safety, facility preservation, and essential infrastructure. The Town has spent over \$2.1 million since 2019 on these types of projects. Additionally, the Town has invested over \$6.75 million into construction of Fire Station #82 and the Community Development renovation. The Town has spent nearly \$9 million on all of these facilities projects over the past five years.

The outstanding recommendations from the Creech assessment over the next 5–10 years are a little less than \$3 million; some of these are included in the FY 24–25 budget and others in the CIP. This \$3 million is only for facility preservation and does not include major renovations, like those recommended for the administration and finance buildings and fire station #81 or construction of a new garage. The new garage is estimated at \$3 million; cost estimates for the other major projects have not been refined yet.

Space Needs Analysis

Creech also completed a space needs analysis to estimate the Town's growth in staff and services to meet the increasing population. They concluded that in 2019, the Town was operating with about 10% less space than was ideal. They projected that, by 2039, the Town would need approximately 20% more space than it had in 2019, for a total of around 185,000 square feet.

The Whitehall structures were excluded from this analysis, as the Town did not own them at the time. This report provides a 5-year update on staffing numbers compared to Creech's forecasts and highlights some projects that have been undertaken to provide more space.

Municipal Services & Community Spaces

Southern Pines has an eclectic collection of buildings, many of which are well recognized and a source of community pride. As of our 2023 Annual Comprehensive Financial Report, the total value of our land, buildings, and improvements was estimated at just over \$31 million – nearly \$14 million in land and the remaining \$17.4 million in buildings and improvements.

The Town uses 19 buildings or structures for municipal services. We also own other structures which are leased to non-profit organizations or businesses, such as the historic train depot and the campus for the Sandhills/Moore Coalition for Human Care.



Campbell House was constructed around 1910 as a private estate. Today it houses our Parks & Recreation department on the upper floor and the Moore County Arts Council on the ground floor.

One thing that makes Southern Pines unique is that we don't have a traditional town hall building. Instead, our departments are housed throughout the community, many in other historic buildings. Our administration, finance, and utility billing employees are in historic buildings on Broad Street, one a former medical office and the other the original library.



Other departments are housed in more modern facilities. Our fire department operates from two stations, including Station #82 which opened in 2019 on NC-22. Station #81 is on W. Pennsylvania Ave. next to our police station, both constructed in the 2000s.

Our planning, public works, inspections, and IT departments are all located in a recently renovated community development compound that adjoins Memorial Park. This is the hub of many of our services and includes our garage and fleet/equipment yard.



We also have a variety of community buildings and spaces, some open to the public 7 days a week. Our 14,000 square-foot library was constructed in 1995. Located in the heart of downtown, approximately 75,000 people visit the building each year.

The E. S. Douglass Community Center first opened in 1942 as Our Lady of Victory School and became the first integrated school in Moore County. The building is just as active today, holding Town Council and other public meetings, serving as the home base for our senior programming, and hosting many private rentals.



Our Recreation Center was built nearly 50 years ago and anchors Memorial Park. It is the home of the Boys & Girls Club's Baxter Teen Club and also hosts many parks & recreation programs like the after-school program, summer day camps, and indoor athletics like basketball.

The downtown train station is an iconic and frequently photographed site. Originally built in the 1890s, it is still active today as a stop for the Amtrak Silver Star line. The Town leases part of the building for a volunteer-run welcome center and uses the rest for recreation programs and private rentals.

Town Facilities

Facility	Address	Estimated Construction	Primary Use	Secondary Use (if any)	Annual Operating Expenses
Admin Building	125 SE Broad St.	1940	administration & HR staff	N/A	\$8,910 + 280 staff hours
Campbell House	482 E. Conn. Ave.	1910	parks & rec staff: 2nd floor	Arts Council: 1st floor	\$21,880 + 700 staff hours
Community Development	801 SE Service Rd.	2021 major renovation	engineering inspections planning public works misc. staff	Appearance Commission & Historic District Commission meetings	\$31,440 + 660 staff hours
E.S. Douglass Center	1185 W. Pennsylvania Ave.	1950	senior activities recreation programs	Council & board meetings elections private rentals	\$27,370 + 990 staff hours
Finance Building	180 SW Broad St.	1939	finance & utility billing staff	Boyd Room lobby displays	\$20,905 + 640 staff hours
Fire Station #81	500 W. Penn Ave.	2001	fire & rescue	Moore Co. EMS	\$41,955 + 375 staff hours
Fire Station #82	7850 NC 22 Hwy.	2019	fire & rescue	Moore Co. EMS Rec programs Library programs SPARK kiosk Data Recovery Center	\$38,105 + 465 staff hours
Garage	801 SE Service Rd.	1983	fleet maintenance	N/A	\$8,280
IT Building	140 Memorial Park Ct.	1983	IT & GIS staff	breakroom & locker room: streets & environmental services	\$8,525 + 170 staff hours

Town Facilities

Facility	Address	Estimated Construction	Primary Use	Secondary Use (if any)	Annual Operating Expenses
Library	170 W. Conn Ave.	1995	library	emergency daytime shelter	\$74,365 + 880 staff hours
Police Station	450 W. Penn Ave.	2009	police	primary data center Haney Room	\$118,990 + 1,155 staff hours
Pool Park	730 S. Henley St.	1960	public pool bath house	N/A	\$91,825 + 535 staff hours
Rec Center	160 Memorial Park Ct.	1978	recreation	Boys & Girls Club	\$9,485 + 195 staff hours
Train House	482 E. Conn Ave.	1903	recreation	private rentals	\$5,785 + 250 staff hours
Train Station	235 NW Broad St.	1890s	rec programs & rentals	Welcome Center Amtrak lobby	\$16,125 + 460 staff hours
Water Plant	Pinebluff	1976	water treatment	N/A	\$731,030
Whitehall Barn	490 PeeDee Rd.	1960	storage	N/A	--
Whitehall Carriage House	490 PeeDee Rd.	1940 renovation in 2024-25	recreation & library programs	private rentals	TBD after renovation
Whitehall House	490 PeeDee Rd.	1920 + various additions & renovations	recreation & library programs	N/A	\$27,410 + 500 staff hours
TOTAL ROUTINE ANNUAL EXPENSES FOR ALL FACILITIES = \$1,282,385 + 8,255 STAFF HOURS					

Department & Leader Locations



Mike Cameron
Assistant Town Manager
Fire Chief
Fire Station #81



Reagan Parsons
Town Manager
Admin Building



Jessica Roth
Assistant Town Manager
Community Development



Nedra Norton
IT Director
Memorial Park Ct.



Bruce Rosenberger
Admin. Services Director
Admin Building



Amanda Brown
Library Director
Library



Cory Albers
Asst. PW Director
Community Development



Tess Brubaker-Speis
Finance Director
Finance & Utility Billing



Greg Thompson
Parks & Rec Director
Campbell House



James Michel
Asst. PW Director &
Town Engineer
Community Development



Nick Polidori
Police Chief
Police Station



BJ Grieve
Planning Director
Community Development

This report builds on the 2019 assessment completed by Creech, where engineers evaluated the structural, plumbing, mechanical, and electrical systems of Town buildings, rating them from excellent to poor. The assessment offered recommendations to prioritize needs and inform budget costs.

This report outlines improvements made since 2019, including recommendations from that report as well as unexpected repairs, with a heavy focus on electrical and mechanical upgrades. We expect ratings for completed work to be stable or improved. Not all recommendations have been implemented yet due to financial constraints. In those cases, one could assume the conditions have likely declined since 2019.

The “freight depot” was not part of the 2019 assessment and includes a small office used by CSX and a larger space leased to 305 Trackside (lease ends January 2025). Staff is pursuing quotes for necessary building repairs, such as foundation repairs and replacement of the ceiling, floor, windows, and wall fixtures on the CSX side. Egress improvements and fire code updates are being considered for the other area. We also anticipate a new roof for the entire facility. The freight depot is not broken out in this report since it was not rated in 2019 and expenses since then have been very minimal. As we learn more about this facility’s preservation needs and anticipated expenses, staff will forward this information to Council.

POOR	Must be addressed immediately to avoid further damage
FAIR	Must be addressed as part of next planned renovation work.
GOOD	Satisfactory condition for some use with limited life span
VERY GOOD	Acceptable for standard use in renovation
EXCELLENT	Acceptable for use with the majority of life span available

Annual Use & Expenses

Data for each facility includes estimated data on the frequency of staffing/occupancy, number of public visitors, and information on private rentals, if applicable. Routine expenses related to maintenance, upkeep, utilities, supplies, and other operating needs are documented for a 12-month period (April 2023 to April 2024). We expect these costs to increase over the next 12 months and beyond due to rising utility costs, inflationary impacts on labor and supplies, and similar impacts.

Phone and internet expenses are excluded from this report, as they are not specific to the buildings and would not change considerably regardless of the number of facilities the Town operates.

The Town insures its buildings through the North Carolina League of Municipalities (NCLM). The appraised value they are using for each of the Town’s facilities is included as a reference point. They re-appraise their insured properties approximately every five years and we anticipate a re-appraisal in the near future.

2019 Facility Ratings

Facility	Exterior Facade	Doors	Windows	Roof & Gutters	Interior	Fire & Life Safety
Administration	good	fair	fair	poor	good	fair
Campbell House	fair	good	good	fair	fair	fair
Comm Dev.	poor	fair	fair	fair	fair	good
DCC	good	good	good	fair	good	good
Finance	fair	good	good	poor	fair	good
Fire Station #81	good	good	good	good	good	good
Garage	good	good	N/A	good	good	good
IT Building	fair	good	fair	fair	good	good
Library	good	good	fair	fair	good	very good
Police Station	very good	good	good	good	very good	good
Pool Park	poor	good	good	fair	fair	fair
Rec Center	good	good	good	good	very good	very good
Train Station	fair	good	good	good	good	very good
Water Plant	fair	good	good	fair	good	fair
Whitehall Barn*	good	good	good	good	good	good
Carriage House*	very good	good	good	good	good	good
Whitehall House*	good	fair	good	fair	good	very good

*rated in 2021

2019 Facility Ratings

Facility	ADA	Structural	Mechanical	Electrical	Plumbing
Administration	fair/poor	very good	fair	good	very good
Campbell House	poor	very good	fair	very good	very good
Comm Dev.	good	good	fair	very good	good
DCC	fair	fair	fair	poor	good
Finance	fair	good	good	fair	good
Fire Station #81	good	very good	fair	very good	fair
Garage	N/A	good	very good	fair	fair
IT Building	fair	good	very good	fair	good
Library	good	very good	fair	good	very good
Police Station	very good	excellent	fair	excellent	excellent
Pool Park	good	good	very good	very good	good
Rec Center	very good	very good	good	fair	good
Train Station	very good	good	good	very good	good
Water Plant	poor	good	good	fair	good
Whitehall Barn*	good	good	good	very good	good
WH Carriage House*	good	good	good	good	good
Whitehall House*	fair	good	good	good	good

*rated in 2021

Administration Building: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS			
POOR ADA accessibility Roof & gutters	FAIR Doors Fire & Life Safety Mechanical systems Windows	GOOD Electrical systems Exterior façade Interior conditions Structural systems	VERY GOOD Plumbing systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
ADA	--	ADA ramp or lift: TBD
Electrical	Electric distribution panels: \$8,200 LED lighting upgrade: \$1,235	TBD
Exterior	--	Replace roof: \$150,000 Front door masonry: \$1,000
Mechanical	HVAC repairs: \$920	Replace 2 HVAC systems: \$17,000
Interior	Kitchen floor replacement: \$300 Bathroom floor & toilet replacement: \$500	TBD
Plumbing	Water heater: \$1,200	Water heater: \$1,800 (mid-term need)
Structural	Floor reinforcement: \$2,900	TBD
	TOTAL 2019-2024 EXPENDITURES: \$15,255+	TOTAL NEEDS: \$170K +



Administration Building: Annual Use & Expenses

Typical Days in Use Per Week	Public Visitors	Number of Staff	Appraised Value (insurance)
5	Minimal	6	\$675K

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 90
- Custodial supplies: \$580
- Facilities team hours: 30
- Grounds team hours: 160
- Grounds supplies & materials: \$100
- Carpet cleaning: \$285
- Window cleaning: \$220

\$1,185 + 280 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$1,345
- Power: \$2,710
- Security: \$115
- Trash & Recycling: \$170
- Water & Sewer: \$1,800
- Insurance Premium: \$560

\$6,700

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$805
- Pest Control: \$220

\$1,025



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$8,910 + 280 STAFF HOURS**

Campbell House: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS			
POOR ADA accessibility Exterior façade	FAIR Fire & Life Safety Interior conditions Mechanical systems Roof & gutters	GOOD Doors Windows	VERY GOOD Electrical systems Plumbing systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	--	Replace electric panel boards: \$36,500
Exterior	Exterior painting: \$20,000	Sunroom exterior siding: \$10,000
Mechanical	3 air handlers & 3 condensers: \$16,200 1 condensing unit: \$4,000 HVAC repairs: \$675	Replace basement air handler: \$10,000
Plumbing	Water line replacement: \$19,500 Basement water heater: \$1,425 Misc. plumbing repairs: \$520	Misc. upgrades/replacements: \$25,000
	TOTAL 2019-2024 EXPENDITURES: \$63,320+	TOTAL NEEDS: \$141,500+



Campbell House: Annual Use & Expenses

Typical Days in Use Per Week	Public Visitors	Number of Staff	Appraised Value (insurance)
5 - TOSP	6-10 per week + deliveries	5 year-round 2 summer interns	\$2.67M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 185
- Custodial supplies: \$1,230
- Facilities team hours: 70
- Grounds team hours: 445
- Grounds supplies & materials: \$9,500
- Pressure washing & window cleaning: \$940

\$11,670 + 700 TOSP HOURS



UTILITIES & INSURANCE

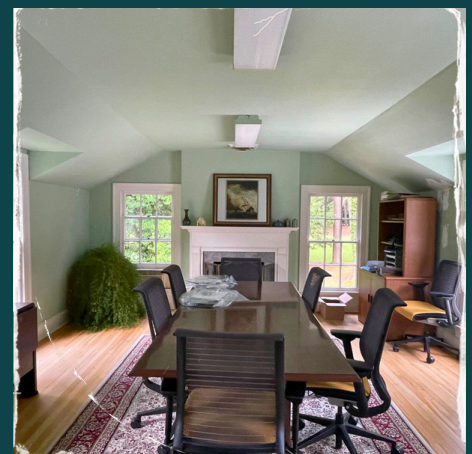
- Power: \$3,465
- Trash & Recycling: \$170
- Water & Sewer: \$2,145
- Campbell House Insurance Premium: \$1,915
- Train House Insurance Premium: \$680

\$8,375

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$1,575
- Pest Control: \$260

\$1,835



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$21,880 + 700 STAFF HOURS**

Community Development: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS			
POOR Exterior façade	FAIR Doors Windows Interior conditions Mechanical systems Roof & gutters	GOOD ADA & Accessibility Fire & Life Safety Structural systems	VERY GOOD Electrical systems Plumbing systems

SYSTEM	COMPLETED PROJECTS: 2019–2024	IDENTIFIED NEEDS
Various	Full renovation of front half of building: \$1.03M	TBD
Electrical	Generator & transfer switch: \$56,250 LED lighting upgrade: \$2,825	Replace electric panel boards: \$32,500
Exterior	Resurface parking lot & fleet yard: \$340,000	TBD
Fire & Life Safety	Sprinkler repairs: \$4,600	Sprinkler hydraulics: \$10,000
Mechanical	5 gas furnaces & condenser units: \$33,100 HVAC repairs: \$11,300 Ductless condensing unit: \$5,000	TBD
Interior	Warehouse wall repair: \$6,100 Access control: \$2,800	TBD
Plumbing	Water heater: \$1,235	TBD
	TOTAL 2019–2024 EXPENDITURES: \$1.46M+	TOTAL NEEDS: \$42,500+



As the home base for so many departments and divisions, the conference and training rooms in the Community Development building are used very frequently for internal meetings and trainings as well as meetings with the public. The Appearance Commission and Historic District Commission also meet here.

Over a 12-month period, these rooms were booked nearly 320 times. This underscores the importance of having larger manager offices in this building that can host meetings with 4–6 people around a small table.

Community Development: Annual Use & Expenses

Typical Days in Use Per Week	Public Visitors	Number of Staff	Appraised Value (insurance)
5	Frequent visitors daily	48	\$3.06M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 340
- Custodial supplies: \$5,100
- Facilities team hours: 320
- Grounds team hours: Minimal
- Grounds supplies & materials: Minimal
- Pressure washing & window cleaning: \$210
- Carpet cleaning: \$1,175

\$6,485 + 660 TOSP HOURS



UTILITIES & INSURANCE

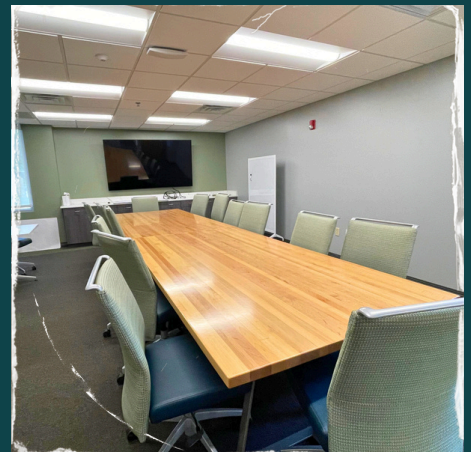
- Natural Gas: \$1,525
- Power: \$9,485
- Security: \$530
- Trash & Recycling: \$4,000
- Water & Sewer: \$2,815
- Insurance Premium: \$3,085

\$21,440

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$1,700
- Generator Service Contract: \$1,315
- Pest Control: \$500

\$3,515



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$31,440 + 660 STAFF HOURS**

E.S. Douglass Community Center: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
POOR Electrical systems	FAIR ADA Accessibility Mechanical systems Roof & gutters Structural systems	GOOD Doors & Windows Exterior façade Fire & Life Safety Interior conditions Plumbing systems
SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	LED lighting upgrade: \$1,650	TBD
Exterior	Parking lot paving: \$183,000 New playground: \$80,750 Replace exterior siding: \$61,200 Irrigation & planting replacement: \$29,000 Roof replacement: \$21,650 Window replacements: \$6,200 Dumpster Corral: \$2,000	TBD
Fire & Life Safety	Emergency & egress lighting: \$2,400	TBD
Interior	Restroom renovations w/ ADA doors: \$53,000 AV installation: \$18,775 Flooring replacement: \$16,850 Interior painting: \$12,200 Replace blinds: \$2,300 Auditorium ceiling tiles: \$1,100	Floors: Fitness & Card Rooms: \$4,500 AV equipment replacement: \$20k+ Access control replacement: TBD IT network closet: TBD
Mechanical	Replace HVAC systems: \$58,800 Remove PTAC units: \$16,000 Gas pack HVAC unit: \$14,650 Electrical renovation: \$14,500 HVAC duct work: \$1,075	TBD
Plumbing	Replace sewer line: \$7,300 Water heater: \$1,575 Plumbing repairs: \$800	TBD
Structural	Rafter bracing: \$1,000	Crawl space cross bracing: \$1,000
	TOTAL 2019-2024 EXPENDITURES: \$608K+	TOTAL NEEDS: \$25,500+

E.S. Douglass Community Center: Annual Use & Expenses

Typical Days in Use Per Week	Annual Public Visitors	Staff	Annual Rental Revenues	Appraised Value (insurance)
7	Varies depending on rentals & programs	4	\$24,220	\$1.24M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 480
- Custodial supplies: \$960
- Facilities team hours: 90
- Grounds team hours: 420
- Grounds supplies & materials: \$570
- Window cleaning: \$495
- Carpet cleaning: \$175

\$2,200 + 990 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$3,865
- Power: \$9,820
- Security: \$350
- Waste disposal: \$3,650
- Water & Sewer: \$1,495
- Insurance Premium: \$2,400

\$21,580

OTHER OPERATING & RECURRING EXPENSES

- AV Maintenance Contract: \$1,450
- HVAC Service Contract: \$1,010
- Pest Control: \$260

\$5,570



FACILITY TOTAL FOR ROUTINE EXPENSES = \$27,370 + 990 STAFF HOURS

Finance & Utility Billing: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
POOR Roof & gutters	FAIR ADA Accessibility Electrical systems Exterior façade Interior conditions	GOOD Doors & Windows Fire & Life Safety Mechanical systems Plumbing systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
ADA	--	Various
Electrical	Electrical panel replacement: \$47,500	TBD
Exterior	Window repairs: \$1,000 Sidewalk addition: \$1,000	Landscape replacement: \$35,000+ Roof repairs: \$15,000 Window repair/replacement: TBD
Fire & Life Safety	--	TBD
Interior	Additional storage: \$1,000	Break room renovation: \$25,000 Painting: \$20,000 Carpet replacement: \$20,000 Replace data wiring: TBD
Mechanical	HVAC replacements: \$35,880	HVAC package units: \$20,000
Plumbing	Water heater: \$1,265 Plumbing repairs: \$500	TBD
	TOTAL 2019-2024 EXPENDITURES: \$88,145+	TOTAL NEEDS: \$135,000+

Finance & Utility Billing: Annual Use & Expenses

Typical Days in Use Per Week	Annual Public Visitors	Staff	Appraised Value (insurance)
5	Frequent daily visitors for utility billing	12	\$1.96M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 265
- Custodial supplies: \$2,200
- Facilities team hours: 40
- Grounds team hours: 335
- Grounds supplies & materials: \$380
- Window cleaning: \$380
- Carpet cleaning: \$1,000

\$3,960 + 640 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$2,640
- Power: \$8,280
- Security: \$530
- Waste disposal: \$170
- Water & Sewer: \$1,195
- Insurance Premium: \$2,535

\$15,350

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$1,335
- Pest Control: \$260

\$1,595



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$20,905 + 640 STAFF HOURS**

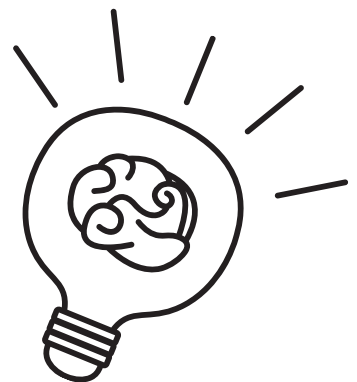
Fire Station #81: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR Mechanical systems Plumbing systems	GOOD ADA & Accessibility Doors & Windows Exterior façade Fire & Life Safety Interior conditions Roof & gutters	VERY GOOD Electrical systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	LED lighting upgrade: \$5,775	Generator: \$100,000 Panelboard replacement: \$56,000
Exterior	Door repairs: \$8,250	Irrigation repairs & plant replacements: \$3,500
Interior	--	Ceiling coatings & tiles: \$54,200 Replace flooring & carpet: \$29,500 Painting: \$20,200 Raise walls in EMS area: \$4,000 Replace data wiring: TBD Locution notification system: TBD
Mechanical	HVAC replacements: \$22,650	HVAC replacements: \$13,000
Plumbing	2 water heaters: \$4,000 Plumbing repairs: \$450	TBD
	TOTAL 2019-2024 EXPENDITURES: \$44,125+	TOTAL NEEDS: \$280K+

SoPines History...

Our fire department was the first municipal service provided by the Town of Southern Pines. Over it's 126-year history, the Fire & Rescue Department has been housed in many different buildings. The first station was on E. New Hampshire Ave., in the building where O'Donnells is now. The department left that downtown station in the late 1970s and moved into the building that is now the Recreation Center in Memorial Park. When the current station #81 opened in 2001 on W. Pennsylvania Ave., the department moved over there. Station #82 opened in 2019 on NC-22, marking the first time the department has operated from two stations.



Fire Station #81: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
24/7/365	7 administrative 7 firefighters/shift	\$3.41M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 80
- Custodial supplies: \$3,125
- Facilities team hours: 75
- Fire dept. and grounds team hours: 220
- Grounds supplies & materials: \$475
- Window cleaning: \$380
- Carpet cleaning: \$1,000

\$4,980 + 375 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$2,470
- Power: \$11,255
- Security: \$450
- Waste disposal: \$975
- Water & Sewer: \$10,660
- Insurance Premium: \$2,425

\$28,235

OTHER OPERATING & RECURRING EXPENSES

- Fire suppression maintenance contract: \$3,300
- Generator contract: \$2,200
- Grease traps: \$1,500
- HVAC Service Contract: \$1,500
- Pest Control: \$240

\$8,740



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$41,955 + 375 STAFF HOURS**

Fire Station #82: Facility Projects & Needs

When the Creech assessment was completed, construction was underway for Fire Station #82, which opened in 2019. The construction cost for this facility was around \$5.3 million. With a brand new building, expenses have been almost exclusively dedicated to operations and routine maintenance; the Town has spent approximately \$12K to repair some doors. Staff has identified some minor needs in the near term future, including new AV equipment in the training room and landscaping replacements, but no significant facility needs are foreseen at this time.

Fire Station #82 was strategically sited and designed to help serve various needs:

- Maintain effective response times to serve the district, which is 22.50 square miles (about 18 square miles are in the Town limits).
- Meet future needs in the northern areas of the district and along the Hwy. 22 growth corridor.
- Provide additional space for staff/needs that Station #81 could no longer accommodate:
 - Training room, which also doubles as a community room.
 - Temporarily accommodate additional staff during critical incidents and natural disasters, allowing them to be spread out between the two stations – kitchen, boarding, rest, etc.
- Disaster recovery center for TOSP data.



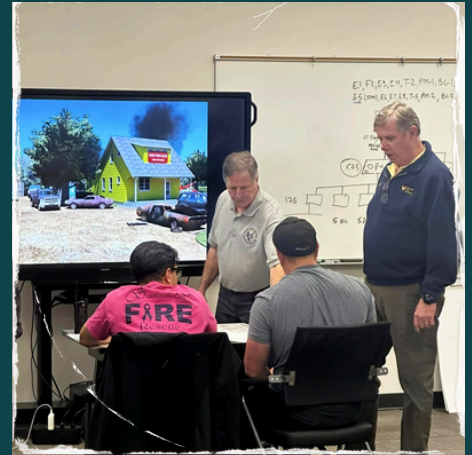
Fire Station #82: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
24/7/365	4 firefighters/shift	\$5.75M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 85
- Custodial supplies: \$1,950
- Facilities team hours: 55
- Fire dept. and grounds team hours: 325
- Grounds supplies & materials: \$1,425

\$3,375 + 465 TOSP HOURS



UTILITIES & INSURANCE

- Power: \$15,650
- Security: \$710
- Waste disposal: \$1,950
- Water & Sewer: \$5,260
- Insurance Premium: \$4,660

\$28,230

OTHER OPERATING & RECURRING EXPENSES

- Fire suppression maintenance contract: \$1,600
- Generator contract: \$500
- Grease traps: \$1,300
- HVAC Service Contract: \$2,860
- Pest Control: \$240

\$6,500

DID YOU KNOW?

Many of our kids cooking & baking classes are held in the station #82 kitchen. The Library also holds story times and other events here.



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$38,105 + 465 STAFF HOURS**

Garage: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR Electrical systems Plumbing systems	GOOD ADA & Accessibility Doors Exterior façade Fire & Life Safety Interior conditions Roof & gutters Structural systems	VERY GOOD Mechanical systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	Electrical upgrade: \$29,150 LED lighting upgrade: \$2,825	TBD
Exterior	Fuel pump upgrades & repairs: \$6,500 Gate repairs: \$850	TBD
Interior	--	TBD
Mechanical	Air handler & condensing unit: \$10,000	Air handler & condensing unit: \$10,000
Plumbing	Water heater: \$1,250	TBD
Other	--	New shop: \$3M
	TOTAL 2019-2024 EXPENDITURES: \$50,575+	TOTAL NEEDS: \$3M+

Garage: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
5 days	4	\$583K

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: included with Community Development
- Custodial supplies: included with Community Development
- Facilities team hours: included with Community Development
- Grounds team hours: included with Community Development
- Grounds supplies & materials: included with Community Development



UTILITIES & INSURANCE

- Natural Gas: \$2,150
- Phone: \$1,200
- Power: \$3,350
- Security: \$530
- Waste disposal: included with Community Development
- Water & Sewer: included with Community Development
- Insurance Premium: \$640

\$7,870+

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$410
- Pest Control: included in Community Development

\$410+



FACILITY TOTAL FOR ROUTINE EXPENSES = \$8,280+

IT & GIS : Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR ADA & Accessibility Electrical systems Exterior façade Roof & gutters Windows	GOOD Doors Fire & Life Safety Interior conditions Plumbing systems Structural systems	VERY GOOD Mechanical systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	Generator replacement: \$52,650 Electrical panelboard replacement: \$42,000 LED lighting upgrade: \$4,125	TBD
Exterior	--	Landscape replacement: \$20,000 Bench replacement: \$1,000 Building sign: \$600
Interior	Flooring replacement: \$7,200 Restroom updates: \$6,200 Interior painting: \$500	Create additional office: \$15,000 Restroom sinks/counters + hot water access: \$2,000+
Mechanical	HVAC repairs: \$4,500 Split AC unit: \$2,500	Air handler & condensing unit: \$100,000 HVAC exterior screening: \$2,500
Plumbing	Sewer line replacement: \$25,500	Water heater: \$2,000
	TOTAL 2019-2024 EXPENDITURES: \$145,175+	TOTAL NEEDS: \$143,100+



This building was previously used for engineering & utilities staff, who moved to the Community Development building in early 2022 after its renovation. Some minor renovations were completed and the IT team relocated here from their previous home base in the Library. The break room and locker room at the rear of the building is used by the streets and environmental services divisions.

IT & GIS : Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
5 typically	5 (not including those who use the locker room & break room)	\$682K

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: included with Community Development
- Custodial supplies: included with Community Development
- Facilities team hours: 70
- Grounds team hours: 100
- Grounds supplies & materials: \$285

\$285 + 170 TOSP HOURS



UTILITIES & INSURANCE

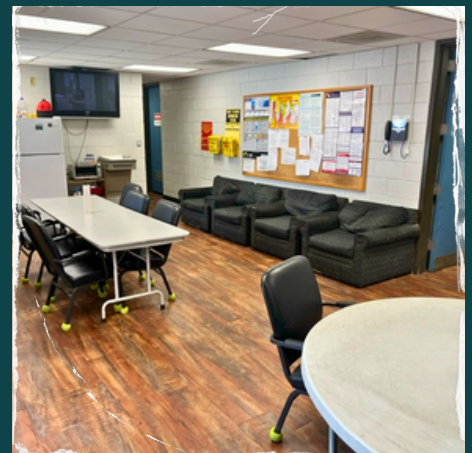
- Natural Gas: included in Community Development
- Power: included in Community Development
- Waste disposal: included in Community Development
- Water & Sewer: \$1,030
- Insurance Premium: \$710

\$1,740+

OTHER OPERATING & RECURRING EXPENSES

- Generator contract: \$1,300
- HVAC Service Contract: \$1,035
- Pest Control: \$110

\$6,500



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$8,525 + 170 STAFF HOURS**

Library: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR Mechanical systems Roof & gutters Windows	GOOD ADA Accessibility Doors Electrical systems Exterior facade Interior conditions	VERY GOOD Fire & Life safety Plumbing systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
ADA	Automatic restroom doors: \$15,000 Exterior handrails: \$11,300	TBD
Electrical	Generator, transfer switch, and fence: \$62,700 Electrical panel replacement: \$53,700 LED lighting upgrade: \$4,800	TBD
Exterior	Parking lot resurfacing: \$87,000 Misc. exterior painting: Varied Window replacements: Varied	Replace roof membrane: TBD Misc. exterior painting: TBD Landscape replacement & irrigation repairs: \$6,000
Interior	Refurbish restrooms: \$4,100 Misc. interior painting: Varied	Replace high traffic carpet: TBD Misc. interior painting: TBD IT network closet: TBD AV equipment replacement: TBD
Mechanical	HVAC repairs: \$8,000 Boiler circulation pump: \$7,000	Replace air handler: \$90,000 Replace condenser: \$90,000 Replace boiler: \$25,000 System controls: \$2,500
Plumbing	Water fountain update: \$2,500	Water Heater: \$1,800 Replace gas fireplace with electric model: TBD
	TOTAL 2019-2024 EXPENDITURES: \$256,100+	TOTAL FUTURE NEEDS: \$207,500+

The Library has completed other projects and furniture purchases with funds from the State Library System, grants, and the Friends of the Library endowment and saving the Town considerable money.

- New technology resource center, replacing outdated computer center & tables
- Refurbished office for children's librarian & staff breakroom
- Replaced original circulation desk & various furniture throughout the building
- Pollinator Garden and StoryWalk expansion

Library: Annual Use & Expenses

Typical Days in Use Per Week	Typical Public Hours Per Year	Annual Public Visitors	Staff	Annual Rentals	Appraised Value (insurance)
7	349 days 2,200 hours	75,000	13	2,357 study room sessions – no charge	\$4.64M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 410
- Custodial supplies: \$3,400
- Facilities team hours: 145
- Grounds team hours: 325
- Grounds supplies & materials: \$475
- Pressure washing & window cleaning: \$3,600
- Carpet cleaning: \$2,100

\$7,475 + 880 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$11,160
- Power: \$28,510
- Security: \$590
- Trash & Recycling: \$170
- Water & Sewer: \$2,480
- Insurance Premium: \$7,540

\$50,450

DID YOU KNOW?

Library patrons checked out or accessed 215k materials in FY 23-24. This was 4k more items than in FY 22-23. More than 55% of the materials circulated are physical books, magazines, etc.

OTHER OPERATING & RECURRING EXPENSES

- Building Automation System (BAS): \$13,800
- Generator Service Contract: \$1,300
- HVAC Service Contract: \$1,035
- Pest Control: \$305

FUN FACT

It's no surprise that the summer months are the busiest for library attendance. We average about 8,000 visitors each month during June, July, and August.

\$16,440



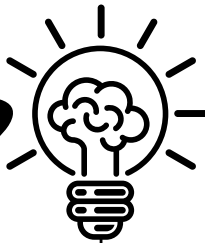
**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$74,365 + 880 STAFF HOURS**

Police Station: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS			
FAIR Mechanical systems	GOOD Door & Windows Fire & Life Safety Roof & Gutters	VERY GOOD ADA & Accessibility Exterior façade Interior conditions	EXCELLENT Electrical systems Plumbing systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	LED lighting upgrade: \$24,225 Generator repair: \$6,400	TBD
Exterior	--	Landscape replacements: \$4,000
Interior	Community Room tables: \$11,450 Community Room AV installation: \$15,350	Misc. interior painting: \$95,000 Evidence room expansion: \$40,000 Sallyport ceiling coating: \$20,000 Office addition: \$15,000 AV equipment replacement: \$16,000+ Property & Evidence expansion: TBD
Mechanical	Chiller water pump: \$8,500 Boiler hot water pump: \$5,500 Chiller repairs: \$4,625	1st floor air handlers & downflows: \$220K 1st floor chiller: \$85,000 1st floor condensing units: \$80,000 1st floor boiler: \$30,000
Plumbing	--	Water Heater: \$1,800 Recirculating pump: \$1,500
	TOTAL 2019-2024 EXPENDITURES: \$76,000+	TOTAL NEEDS: \$608K+

DID YOU KNOW?



The Haney Community Room is frequently used for internal meetings as well as meetings & activities with the public. The room was booked 95 times in a 12-month period for these types of uses.

INTERESTING FACT



Police Station: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Estimated Visitors*	Appraised Value (insurance)
24/7/365	58	2,100	\$8.68M

*2,107 visitors logged in for secure access to the building in a 12-month period. This does not account for visitors that only use the public areas, like the Haney Room, for police services, interviews, sales, meetings, training, etc.

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 685
- Custodial supplies: \$4,260
- Facilities team hours: 175
- Grounds team hours: 295
- Grounds supplies & materials: \$285
- Window cleaning: \$430
- Carpet cleaning: \$525

\$5,500 + 1,155 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$11,495
- Power: \$51,670
- Security: \$665
- Waste disposal: \$975
- Water & Sewer: \$2,370
- Insurance Premium: \$6,130

\$73,305

OTHER OPERATING & RECURRING EXPENSES

- AV Maintenance Contract: \$1,450
- Building Access Control Software: \$600
- Building Automation System: \$5,700
- Building Camera Maintenance Contract: \$2,400
- DCI Access Fees: \$7,400
- Eventide radio & phone recording system: \$7,300
- Generator contract: \$4,900
- HVAC Service Contract: \$2,365
- Key Tracer Control System: \$3,800
- Pest Control: \$520
- Sprinkler system: \$900

\$40,185+



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$118,990 + 1,155 STAFF HOURS**

Pool Park: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS			
POOR Exterior façade	FAIR Fire & Life Safety Interior conditions Roof & Gutters	GOOD ADA & Accessibility Door & Windows Plumbing systems Structural systems	VERY GOOD Electrical systems Mechanical systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Bath House & Surrounding	Dream Court installation: \$180k Playground resurfacing: \$135k Replace sewer line: \$9,310 Misc. painting & repairs: \$2,150	Bath House reconstruction: \$350k+ Electronic access control: \$15k+ Landscape replacements: \$6,500 Security system upgrades: \$5k+
Pool	Pool deck resurfacing: \$120k Pool interior resurfacing: \$32,450 Wading pool repairs: \$2,375 Pump replacement: \$1,950 Misc. repairs & equipment: \$1,015	Skimmer: \$10k Fence repairs: \$5k
	TOTAL 2019-2024 EXPENDITURES: \$484,250	TOTAL NEEDS: \$391,500+

2024 POOL USAGE BY THE NUMBERS AS OF 08.01.24

7,150: number of pool entries

\$9,530: amount of entry fees collected, including pass sales

\$1.33: average receipt collected per visitor

87%: people who pay to enter vs. arriving during the “free hour”

75%: entries by Town residents compared to non-residents

\$1,770: day camp entries collected from Town of Aberdeen and Boys & Girls Club

\$1: entry for youth resident (under 13)

\$3: entry for youth non-resident (under 13)

\$2: entry for resident (13 & older)

\$6: entry for non-resident (13 & older)

\$1,540: rental fees collected from Southern Pines Tsunami swim team

37: swimmers on the Southern Pines Tsunami summer team

116: participants in TOSP 2024 swim lessons



Pool Park: Annual Use & Expenses

Typical Days in Use Per Week	2024 Usage	Appraised Value (insurance)
6 days per week in summer	- The pool was open 6 days/week for 6 hours to the public. - We offered swimming lessons in the morning through contracted instructors. - A summer swim team rented the pool in the evenings for practices & meets	\$456k

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

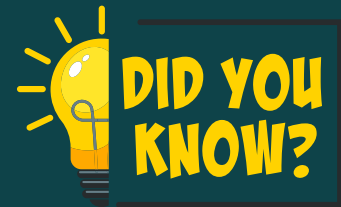
- Custodial hours: 75 (handled by summer pool staff)
- Custodial supplies: \$200
- Facilities team hours: nominal
- Grounds team hours: 460
- Grounds supplies & materials: \$3,500

\$3,500 + 535 TOSP HOURS



UTILITIES & INSURANCE

- Power: \$1,810
- Waste disposal: removed by staff
- Water & Sewer: \$6,950
- Insurance Premium: \$475



\$9,235+

The Town averages about 110 paid shelter rentals in a 12-month period and the Pool Park shelter is one of the most popular. When they're not rented, the shelters are free to use - first come, first serve.

OTHER OPERATING & RECURRING EXPENSES

- Lifeguards & pool attendants: \$53,000
- Chemicals for pool & splash pad: \$12,700
- Misc. repairs, chemical balancing, etc.: \$9,000
- Misc. equipment: \$4,000
- Moore County permits: \$300

\$79,000



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$91,825 + 535 STAFF HOURS**

Recreation Center: Facility Projects & Needs

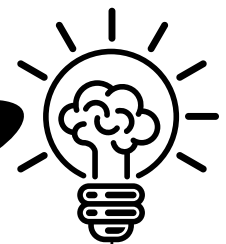
2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS

FAIR Electrical systems	GOOD Door & Windows Exterior façade Mechanical systems Plumbing systems Roof & Gutters	VERY GOOD ADA & Accessibility Fire & Life Safety Interior conditions Structural systems
-----------------------------------	--	--

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	Electric disconnect replacement: \$98,000	5 panelboard replacements: \$45,500
Interior	--	Electronic access control: TBD
Mechanical	5 HVAC package units: \$60,675 HVAC repairs: \$635	Air handler & condensing unit: \$60,000 Future package unit replacements: \$120K
Plumbing	--	2 water heaters: \$4,000
	TOTAL 2019-2024 EXPENDITURES: \$60,675+	TOTAL NEEDS: \$229,500+



**DID YOU
KNOW?**



The Rec Center is the home base for our After School program. For parents of kids in grades K-6, this is a popular child care option. We enroll 30 students each year, who are with us from 2:45 to 5:30 pm each day.

INTERESTING FACT

Recreation Center: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
5-6 by TOSP	TOSP staff are not assigned to this building, but oversee recreation programs that take place in the facility.	\$6.48M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 0
- Custodial supplies: \$0
- Facilities team hours: 0
- Grounds team hours: 195
- Grounds supplies & materials: \$1,190

Note: Per the Town's lease with the Boys & Girls Club, they are responsible for custodial duties & supplies.

\$1,190 + 195 TOSP HOURS



UTILITIES & INSURANCE

- Power: paid by Boys & Girls Club
- Waste disposal: \$2,000
- Water & Sewer: \$3,670 (paid by Boys & Girls Club)
- Insurance Premium: \$4,985

\$6,985

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$1,070
- Pest Control: \$240

\$1,310



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$9,485 + 195 STAFF HOURS**

Train House: Facility Projects & Needs

The Train House was not included in the 2019 assessment completed by Creech. The Town has completed the following projects since that time and identified some other near-term improvements.

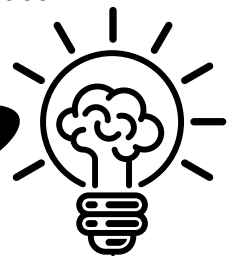
SYSTEM	COMPLETED PROJECTS: 2019–2024	IDENTIFIED NEEDS
Interior Conditions	Interior painting: \$4,100 Restroom updates: \$4,000	TBD
Roof & Gutters	Added gutters to rear of building: \$1,200	TBD
Exterior	--	ADA ramp & hand rails: \$15,000 Misc. repairs to accessory structures: \$5,000 Replace siding: \$4,000 Electronic access control: \$3,425 Replace/repair garage doors: \$1,500
	TOTAL 2019–2024 EXPENDITURES: \$9,300+	TOTAL NEEDS: \$28,925+

The Train House is located on the Campbell House grounds. The 2,000 square-foot building can seat up to 70 people and is scheduled frequently by the Town for recreation programming. During the summer, it is used for day camps and in the other months, it is used for programs like dance classes, dog obedience, and martial arts.

The Train House is also a popular facility for private rentals, with many users hosting parties and showers and houses of worship holding services. Between April 2023 and April 2024, the Train House was rented 123 different times for an average of 2–3 times/week. This generated close to \$13k in revenues.



DID YOU KNOW?



The Train House, along with other Town facilities, is used for our day camps. We offer over 50 camps each year with more than 1,500 youth participants.

INTERESTING FACT

Train House: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Rental Revenues April 2023 to April 2024	Appraised Value (insurance)
5 by TOSP	TOSP staff are not assigned here, but oversee recreation programs held at the Train House.	123 rentals \$12,590	\$563K

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 205
- Custodial supplies: \$760
- Facilities team hours: 45
- Grounds team hours: included with Campbell House
- Grounds supplies & materials: included with Campbell House

\$760 + 250 TOSP HOURS+



UTILITIES & INSURANCE

- Natural Gas: \$765
- Power: \$2,790
- Waste disposal: included with Campbell House
- Water & Sewer: included with Campbell House
- Insurance Premium: \$680

\$4,235+

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$790
- Pest Control: included with Campbell House

\$790+



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$5,785 + 250 STAFF HOURS**

Train Station: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR Exterior façade	GOOD Door & Windows Interior conditions Mechanical systems Plumbing systems Roof & Gutters Structural systems	VERY GOOD ADA & Accessibility Electrical systems Fire & Life Safety

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	--	Panelboard replacements: \$33,400
Exterior	Exterior painting: \$35,000 Platform – repaint & tile repairs: \$32,900 Added 2 benches: \$2,000 Roof repairs: \$475	TBD
Interior	Refurbish historic waiting room bench: \$0 (provided by NCDOT) Add bench dividers: \$1,825 Repainted waiting room: \$1,200	Electronic access control: TBD
Mechanical	3 heat pumps & air handlers: \$15,750	TBD
Plumbing	Water heater: \$1,950	TBD
	TOTAL 2019-2024 EXPENDITURES: \$92,075+	TOTAL NEEDS: \$33,400+



Train Station: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Rental Revenues April 2023 to April 2024	Appraised Value (insurance)
TOSP – varies Amtrak – daily	TOSP staff are not assigned here. The central room is used for private rentals & recreation programs.	69 rentals \$5,925	\$1.24M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 225
- Custodial supplies: \$1,610
- Facilities team hours: 35
- Grounds team hours: 200
- Grounds supplies & materials: \$570
- Pressure washing: \$1,325

\$3,505 + 460 TOSP HOURS



UTILITIES & INSURANCE

- Power: \$3,800
- Security: \$350
- Waste disposal: removed by staff
- Water & Sewer: \$1,190
- Insurance Premium: \$1,830

\$7,170+

OTHER OPERATING & RECURRING EXPENSES

- Amtrak caretaker agreement (paid to Welcome Center): \$4,200
- HVAC Service Contract: \$1,010
- Pest Control: \$240

\$5,450+



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$16,125 + 460 STAFF HOURS**

Water Treatment Plant: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
POOR ADA & Accessibility	FAIR Electrical systems Exterior façade Fire & Life Safety Roof & Gutters	GOOD Door & Windows Interior conditions Mechanical systems Plumbing systems Structural systems

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
Electrical	LED lighting upgrade: \$19,600	Panelboard replacements: \$166,500 Add generator: TBD
Exterior	--	Main building roof replacement: \$20,000
Interior	Kitchen renovation: \$21,400	TBD
Mechanical	2 air handlers: \$20,500	HVAC replacements: \$82,500
Plumbing	--	Water heater: \$2,200
	TOTAL 2019-2024 EXPENDITURES: \$61,500+	TOTAL NEEDS: \$271,200+

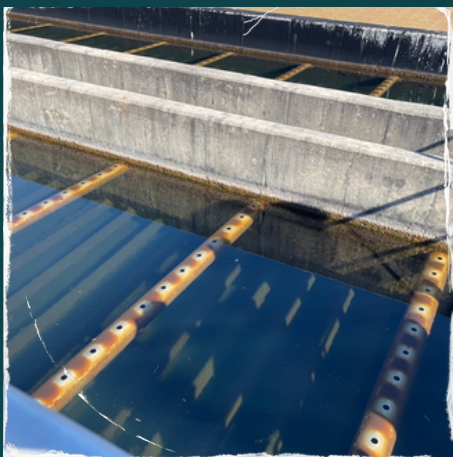


Water Treatment Plant: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
24/7/365	8 Veolia employees work at the Southern Pines plant.	\$26.6M

- Buildings & Grounds: \$7,500
- Equipment Maintenance: \$138,300
- Utilities: \$562,000
- Insurance Premium: \$23,230

Note: TOSP custodial, facilities, and grounds teams do not provide services at the Water Treatment Plant



The Town does not have any employees who are assigned to the water treatment plant. Southern Pines has an operating contract with Veolia Water Technologies, who provides the staffing needed for this 24/7/365 operation. This contract is close to \$1.2M per year.

BY THE NUMBERS

- The plant is located in Pinebluff, pumping surface water from Drowning Creek in southern Moore County. We can treat up to 8 million gallons per day (MGD), pumping the treated water to elevated storage tanks.
- The Southern Pines water system has over 10,000 connections. We provide water to more than 35,000 people using 247 miles of water lines



Whitehall House: Facility Projects & Needs

2019 ASSESSMENT RATINGS & SUBSEQUENT IMPROVEMENTS		
FAIR ADA & Accessibility Doors Roof & Gutters	GOOD Electrical systems Exterior façade Interior conditions Mechanical systems Plumbing systems Structural systems Windows	VERY GOOD Fire & Life Safety

SYSTEM	COMPLETED PROJECTS: 2019-2024	IDENTIFIED NEEDS
ADA	--	Public access updates: TBD
Electrical	--	Rewire house: TBD
Exterior	Roof replacement: \$28,750	Plant material replacements: \$5,000 Repaint exterior trim, doors, etc.: TBD Repairs to entry stairs & handrails: TBD
Mechanical	HVAC replacement & geothermal unit: \$20,100 HVAC repairs: \$1,125	Improved attic ventilation: TBD Basement service upgrades, remove unused fixtures & equipment: TBD
Plumbing	--	Water line replacement: \$25,000 Sewer system updates: TBD
	TOTAL 2019-2024 EXPENDITURES: \$49,975+	TOTAL NEEDS: \$30,000+

When the Town purchased the 157-acre Whitehall property in December 2020, the Town also acquired the residential structures on the property: a 6,600 square-foot house; a 1,000 square-foot carriage house (currently being renovated for a small events facility); and a 3,600 square-foot barn. Facility projects over the past four years have been dedicated to preservation, including a new roof and HVAC units, and have only included the house. If the Town intends to expand its use of the house, there will be code upgrades needed for public access centered around accessibility and life safety. The Town may also want to consider opportunities to improve energy efficiency.



Whitehall House: Annual Use & Expenses

Typical Days in Use Per Week	Staff	Appraised Value (insurance)
Varies depending on programming	TOSP staff are not assigned here, but oversee library & recreation programs held here.	\$2.04M

ANNUAL UPKEEP: CUSTODIAL, FACILITIES, AND GROUNDS

- Custodial team hours: 100
- Custodial supplies: \$260
- Facilities team hours: 100
- Grounds team hours: 300
- Grounds supplies & materials: \$3,325
- Carpet cleaning: \$350

\$3,935 + 500 TOSP HOURS



UTILITIES & INSURANCE

- Natural Gas: \$2,880
- Power: \$4,915
- Security: \$345
- Waste disposal: removed by staff
- Water & Sewer: \$0 (well & septic system currently)
- Insurance Premium: \$2,530

\$10,670 +

OTHER OPERATING & RECURRING EXPENSES

- HVAC Service Contract: \$805
- Mowing contract: \$12,000

\$12,805



**FACILITY TOTAL FOR ROUTINE EXPENSES =
\$27,410 + 500 STAFF HOURS**

Forecasting the Future

Along with the 2019 Facilities Condition Assessment, Creech & Associates completed a comprehensive Space Needs Assessment. The Creech team interviewed all departments and spent time with Town staff in their work environments to analyze spatial and operational deficiencies. These interviews and observations helped to identify: amount of public contact; necessity for privacy; frequency of storage access; anticipated department growth; and similar needs.

These observations were coupled with forecasting models to determine how much space was needed at that time and likely demands for space in the future. Creech concluded that by 2039, the Town is likely to need nearly 200,000 SF, about 20% more than we had in 2019. Creech noted, "Each of the facilities have space deficiencies and workflow inefficiencies due to layout. Over the years, staff has become accustomed to doing their best in the space."

The rest of this report summarizes the 2019 Space Needs Assessment for each department and any projects the Town has completed to address these recommendations. Creech's growth projections for each department/division through 2039 are compared to actual staff authorized in the FY 24-25 budget. This comparison shows:

- 4 departments/divisions currently have the same number of staff that Creech had projected for 2023: Facilities & Custodial; Finance & Billing; Garage; and Public Works Administration.
- The Library and Streets division have fewer staff in FY 24-25 than the Creech model forecasted for 2023.
- The other 11 departments/divisions have more staff in FY 24-25 than Creech had projected for 2023. Some of this is simply due to service needs outpacing the forecast models. In other cases, policy decisions have impacted staffing numbers which could not be anticipated in 2019, like the new Environmental Services division.



Town Staffing: Growth Projections

Department or Division	2023 projection	Authorized Staff FY 24-25	2028 projection	2033 projection	2038 projection
Administration+	7	9	8	8	9
Environmental Services++	0	7	0	0	0
Facilities & Custodial	7	7	8	9	10
Finance & Billing	12	11 FT 1 PT	13	13	14
Fire & Rescue*	36 FT 38 PT/V	39 FT 35 PT/V	39 FT 41 PT/V	42 FT 44 PT/V	46 FT 47 PT/V
Garage	4	4	4	5	5
IT & GIS+++	4	5	5	5	6
Parks & Grounds**	13	10 FT 2 PT-S	15	16	18
Legislative^	0	1 PT	0	0	0
Library	10 FT 4 PT	9 FT 4 PT	11 FT 4 PT	12 FT 4 PT	13 FT 4 PT
Parks & Recreation	6 FT 1 PT 2 PT-S	6 FT 3 PT 2 PT-S	6 FT 1 PT	7 FT 1 PT	8 FT 1 PT
Planning & Inspections	10	12 FT 1 PT	11	12	14
Police	53	54 FT 4 PT	57	62	67
Public Works Admin	6	6	6	7	7

Town Staffing: Growth Projections

Department or Division	2023 projection	Authorized Staff FY 24-25	2028 projection	2033 projection	2038 projection
Streets	17	15	18	20	22
Utilities	19	20	21	23	25
Water Plant	6	8	7	9	11

Based on our authorized employees for FY 24-25, we have a little over 8% more employees than the Creech models had forecasted for 2023. There are a variety of reasons for some of this growth, many of which are discussed below.

Notes & Symbols Used

FT = Full Time employee **PT** = Part Time employee **PT-S** = Part Time Seasonal employee (not 12 months)
PT/V = Combined total of Part Time and Volunteer firefighters on roster

+ In 2019, the Town had one Assistant Town Manager (ATM) who was counted with the Planning department for the purposes of space planning. The Town Manager restructured reporting assignments and this ATM position was re-assigned to the Administration department. A second ATM serves a dual role as Fire Chief and is accounted for in that department as a single position. The Communications Specialist was added to the Administration department in FY 23-25, but was not contemplated in 2019.

++ In 2019, the Town did not have an Environmental Services division as this work was contracted to a vendor. This division was added in FY 23-24 and services are now provided by Town employees.

+++ In FY 23-24, a FT position was transferred from the Police department to IT/GIS. This police employee historically had a heavy focus on technology and these tasks are now carried out by the IT/GIS team.

*The number of Part Time and Volunteer firefighters on the department roster do not equate to authorized total positions or requirements for physical space per se. A larger roster instead allows for greater scheduling flexibility and back-up when needed.

**Employees who are currently assigned to Parks & Grounds were divided between Buildings & Grounds and Parks & Recreation in the 2019 study. The table above adjusts for the restructuring and the Creech projections have been modified accordingly.

^ In 2019, the Town Attorney was a contractor who used an off-site office. The current Attorney is a part-time employee with a dedicated office.

"Town Hall" Concept

Over the years, the Town has evaluated the possibility of a Town Hall facility to house multiple departments and a traditional Council Chambers. This concept was extensively evaluated in 2006 when architects from HSMM developed a potential building footprint and site layout on the Downtown Park property.

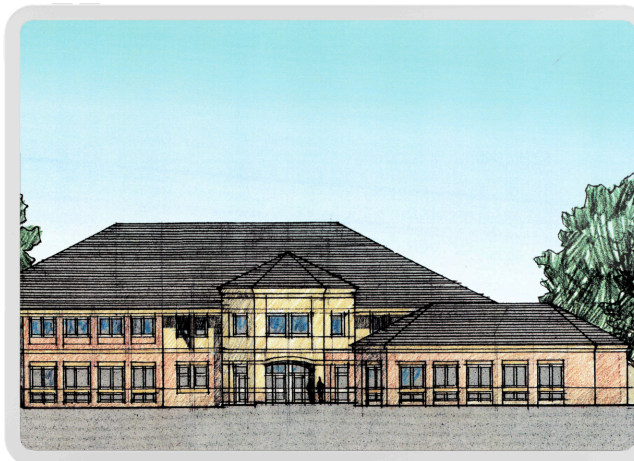
The images below help to illustrate these concepts. The two-story building was laid out to house the police and administration departments. This concept plan maintained the tennis courts, basketball court, and playground, along with a small green and the building that houses the administration department.

The concept was also envisioned with a dedicated Council Chambers, accessed from the main building by a vestibule. By physically separating the two spaces, the Chambers could be opened for evening meetings and activities while keeping the other areas of Town Hall secure. This also allowed for higher ceilings in the Chambers to accommodate an approximately 3,000 SF space.

This concept plan was ultimately abandoned and the current 30,000 SF police station was constructed on W. Pennsylvania Ave. The administration staff remains in their building at the corner of SE Broad St. and E. Pennsylvania Ave. The Town Council and other boards use the auditorium of the E.S. Douglass Community Center and the Haney Community Room for their meetings.

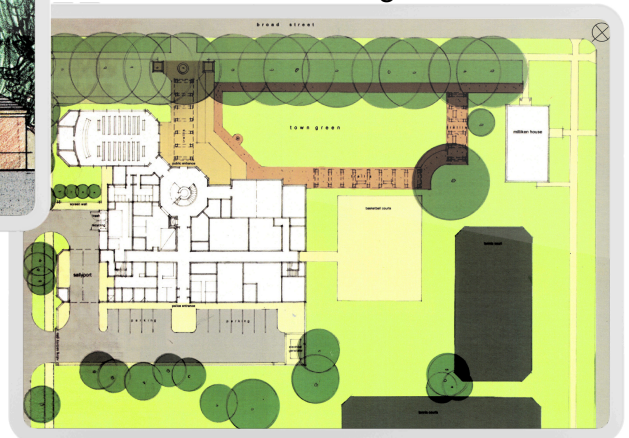
With the 2019 assessment, Creech analyzed 6 departments/divisions that might be considered for co-location in a Town Hall facility: administration; finance & utility billing; inspections; IT & GIS; planning; Town Council & legislative department. Grouping these departments together conserved some future space projections, especially around shared spaces, such as break rooms, conference rooms, restrooms, etc. No specific building or site was envisioned during this assessment, simply focusing on space needs and efficiencies if these teams were housed in a single facility.

Since the Creech assessment, the former "public works annex" was renovated and now serves as the Community Development facility; planning & inspections relocated from 180 SW Broad St. to this building. The engineering & utilities department also moved over from their building on Memorial Park Court, allowing IT & GIS to relocate here from their former space in the Library.



Above is an elevation rendered for the Town Hall, as viewed from SE Broad St. The Council Chambers is on the front right side of the site, with a two-story building behind it which would be accessed via a vestibule.

The Town Hall site plan below, with SE Broad St. at the top and E. Pennsylvania Ave. at the far right. The Council Chambers is shown at the top left side of the plan, connected to the main building with a vestibule.



Administration: Space Needs

2019 Positions: 6	FY 24–25 Positions: 9	2023 Projection	2038 Projection
Town Manager Administrative Services Director Administrative Technician Human Resources Coordinator Receptionist Town Clerk -- -- --	Town Manager Administrative Services Director Benefits & Risk Coordinator Human Resources Coordinator Administrative Coordinator Town Clerk Assistant Town Manager Communications Specialist Human Resources Manager	6	9

Status Quo: The administration department has 9 employees, which is 3 more than the models forecasted for 2023. The departments employees are housed in two different facilities with most staff in the administration building downtown. The Assistant Town Manager, Communications Specialist, and Town Clerk are located in the community development facility.

BACK OF HOUSE CONSIDERATIONS

- Improved efficiencies if department employees were all located together and also with Finance.
- Soundproofing needed for HR and Town Manager/ATM offices.
- Private location and/or access is desirable for HR offices.
- Secure storage for personnel files.
- Bulk storage area is needed.
- Digitizing archived files could reduce the amount of space currently dedicated to file storage.
- Current building cannot accommodate employees with physical disabilities.
- Conference room plus separate common space for training, interviews, and similar is desired.



FRONT OF HOUSE CONSIDERATIONS

- Current lobby does not have controlled access to the back-of-house areas.
- Lobby should ideally seat more than 2 guests.
- Electronic kiosk would be desirable for accepting job applications and providing employees access to HR data.
- Walk-in public traffic is minimal. Most visitors are employees or visitors who have meetings scheduled with staff.
- Current building is not ADA accessible.
- There is no public restroom. Visitors must access private areas to use the restroom.

Town Council & Council Chambers: Space Needs

2019 Positions: 5	FY 24-25 Positions: 6	2023 Projection	2038 Projection
Mayor Mayor Pro-Tem Councilmembers (3) --	Mayor Mayor Pro-Tem Councilmembers (3) Town Attorney	5	5

Status Quo: The legislative department now includes a PT Town Attorney who has an assigned office space in the finance building. When the 2019 assessment was completed, this was a contract position with no assigned space in a Town facility.

The Town Council and other boards hold their meetings in the Haney Community Room of the police station and the auditorium of the E.S. Douglass Community Center. Both are used for other functions, so the dais and AV equipment are set up by staff for each meeting.

BACK OF HOUSE CONSIDERATIONS

- Office for Town Attorney, ideally close to Town Manager.
- Storage space for meeting supplies to accommodate multiple boards. Staff currently brings these items on-site for each meeting and stores them in their offices.
- Storage space for chairs, tables, and other furniture to allow flexibility to accommodate various Town uses.
- Accessible, fixed dais with integrated technology that does not have to be set up for each meeting.
- Executive space with private restroom, 12 person conference room for closed sessions, and Council workroom with printer/copier.
- Controlled access.



DEDICATED COUNCIL CHAMBERS

- Ideally, the dais & AV equipment would be integrated into the Council Chambers, eliminating staff set up for each meeting.
- Individual chairs, in lieu of fixed seating, to allow for flexible use of space.
- Chambers could double as a banquet area with a catering kitchen for Town meetings and activities.
- The Creech analysis recommends that the Chambers be sized at approximately 2,500 SF to accommodate around 200 audience members in chairs or about half that many seated at tables. The HSMM concept was envisioned with a 3,000 SF Chambers.

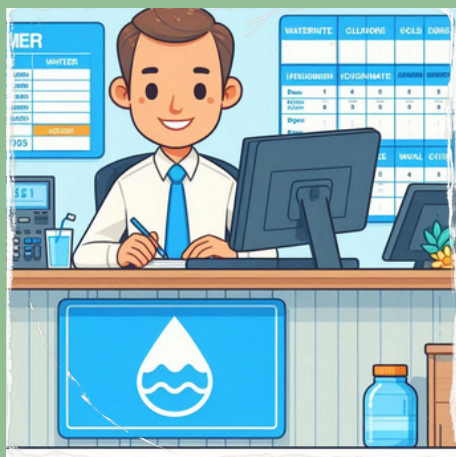
Finance & Utility Billing: Space Needs

2019 Positions: 11	FY 24-25 Positions: 12	2023 Projection	2038 Projection
Finance Director Asst. Finance Director Accounting Supervisor Accounting Techs (2) Internal Auditor Clerical Assistant Billing & Collections Supervisor Billing & Collections Techs (3)	2019 positions + PT Accounting Tech	12	14

Status Quo: All members of the finance & utility billing department work in the building at 180 SW Broad St. The utility billing division serves many walk-in customers, while the finance department's customers are largely other Town employees or vendors with whom they interact remotely. Department employees make daily trips to the post office and bank, making their downtown location convenient.

BACK OF HOUSE CONSIDERATIONS

- Finance & utility billing would like to be in the same facility due to internal control and security issues.
- Some on-site file storage is necessary in addition to a vault. Digitizing archived files could reduce the amount of space currently dedicated to file storage.
- A back-of-house conference room is needed for staff meetings and to accommodate the on-site annual audit.
- A building generator would allow this team to work on-site during power outages. This team must currently relocate to the EOC or another off-site facility in order to complete payroll, accounts payable, and other critical tasks.



FRONT OF HOUSE CONSIDERATIONS

- Counter space in the lobby serves utility customers. The current customer counter allows sound to travel to the back offices.
- Secured, controlled access to the back-of-house areas.
- A small conference room off the lobby would allow for private meetings with customers to de-escalate situations or discuss sensitive information.
- The public restroom is used by customers.
- The current lobby hosts rotating exhibits by the Moore County Historical Association.
- The Town has a large collection of artwork, some of which could be displayed if the lobby were properly secured and protected.

Fire Station #81: Space Needs

2019 Positions	FY 24–25 Positions	2023 Projection	2038 Projection
FT staff: 33 PT staff/volunteers: 35	FT staff: 39 PT staff/volunteers: 35	FT staff: 36 PT staff/volunteers: 38	FT staff: 46 PT staff/volunteers: 47

Status Quo: When the 2019 assessment was completed, construction of Station #82 was underway. The above employees are scheduled between the two stations. The needs identified below are specific to Station #81. At the time of this report, the Town was under contract with architects from ADW to evaluate potential renovations and reconfigurations to Station #81.

STATION #81 CONSIDERATIONS

- Need a room to hold 50 people for training, debriefings, and community meals. This room could hold cots during emergency events.
- Additional offices are needed. Some employees are doubled up in offices that used to accommodate 1 person. The former conference room has been converted to an office.
- Larger offices with better layout are needed; Chief's office cannot accommodate a 4-top table.
- Fire marshals need a plan review/work room.
- More space is needed for sleeping quarters and bathrooms. Supervisors also need a meeting space separate from their sleeping quarters, similar to the set up at Station #82.
- The station lacks sufficient space to staff up for emergency events, i.e. kitchen space, boarding, rest, training, etc. Space could be added for routinely scheduled volunteers, which could transition during emergency events.
- There are conflicts due to the configuration of the EMS space; this area needs to be enclosed with full-height walls.
- Parking is a challenge, especially at shift change or when there are large groups at the Haney room in the police station.
- The workout room, located in the mezzanine, is undersized.
- The lobby has no seating. There is no controlled access from the lobby to the administrative areas.
- More room is needed for general storage.
- 11 firefighters are currently scheduled per 24-hours shift. 7 of these report to station #81 and 4 to station #82. Station #81 also houses 7 administrative employees, i.e. Chiefs, Fire Marshals, etc.



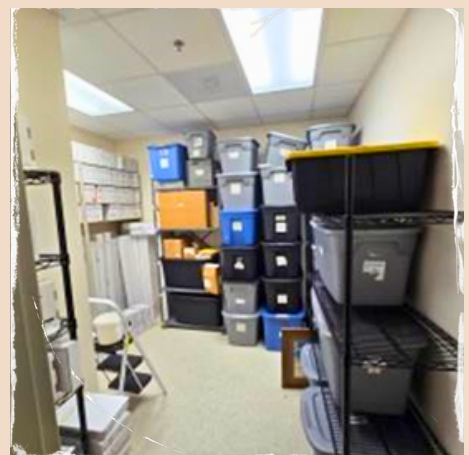
Police Station: Space Needs

2019 Positions	FY 24-25 Positions	2023 Projection	2038 Projection
51	54 FT 4 PT	53	67

Status Quo: The nearly 31,000 SF police station was designed with the goal of serving the department for 25 years or more. After 15 years of use, the department finds it has outgrown the space. In the near term, there appear to be viable renovations to reconfigure space and address current needs. Long term, the Town may need to consider constructing a substation and/or adding on to the current station.

POLICE STATION CONSIDERATIONS

- A notable constraint in the current station is that the Property & Evidence storage is well beyond capacity, as shown at right. This has recently been exacerbated when the Moore County Clerk's Office moved to a new courthouse. With this move, it is anticipated they will no longer store evidence from adjudicated cases, returning to the originating agency instead. This affects evidence from past adjudicated cases and all future cases.
- The department would also like to process more evidence in house, as we currently use the state lab, the Sheriff's office, or other local police departments. This means we are subject to the timelines and any backlogs of those agencies. The current building footprint cannot accommodate evidence processing, requiring either an addition or construction of a substation.
- When the station opened, magistrates were onsite to conduct initial appearances, so the building was designed with a magistrate office and detention corridor. Initial appearances and arraignments are no longer held at the station. Some of this magistrate space has been repurposed, but the fire code requires certain updates in order to fully use all of the space.
- Floor drains need to be added to the detention cells to assist with cleaning body fluids.
- As the department adds more personnel, considerations will need to be made regarding their office locations.
- The 2nd floor lobby is oversized and underused, along with the occupational health/drug testing room. The department would like to repurpose this space.
- The green roof outside the 2nd floor kitchen could be repurposed if the building could structurally accommodate an addition there.
- Parking can be a challenge, especially if there is a community activity or meeting in the Haney room.
- The site's topography makes the parking lot prone to excessive water and sand run off when it rains.
- The police station is the primary data center for the Town.



Parks & Recreation: Space Needs

2019 Positions: 5 FT, 1 PT, 2 PT-S	FY 24-25 Positions: 6 FT, 3 PT, 2 PT-S	2023 Projection	2038 Projection
Director Coordinators (3) Clerical Assistant PT Senior Program Assistant (1) Summer Interns (2) --	Director Coordinators (3) Administrative Coordinator PT Senior Program Assistant (3) Summer Interns (2) Recreation Specialist	5	5

Status Quo: Four employees work in the E.S. Douglass Community Center – 1 FT coordinator and the 3 PT program assistants. With DCC housing seniors programming, that site does have daily program participants and walk-in customers. The remaining employees work on the 2nd floor of the Campbell House. Walk-in customers at the Campbell House are minimal, due to online registrations. The majority of customer visits are associated with picking up keys for rental facilities.

DEPARTMENT CONSIDERATIONS

- There is no vacant space in either DCC or Campbell House to accommodate additional employees.
- The Arts Council is located on the 1st floor of Campbell House. Sound travels between both floors due to the open staircase and lack of doors separating the two spaces.
- The Campbell House is not accessible for people with physical disabilities.
- Storage is at a premium, as this department houses sports equipment, displays & supplies for special events, program supplies, and other unique and bulky items.
- The Campbell House conference room is small, seating about 6.
- Space assigned to the department is minimal at the Rec Center and impacts usability and programming.
- Other than activities at the Train House, department staff is off-site from most of the programs it coordinates. A location closer to Memorial Park, the Rec Center, and Morganton Rd. would be helpful.



PUBLIC/PROGRAM SPACES

- Program scheduling must be balanced with availability of public spaces. The department uses non-traditional spaces to maximize offerings, i.e. Fire Station #82 staff kitchen, Whitehall House.
- Programs at the Whitehall House are limited to daytime hours and capped at 25 participants due to fire & life safety codes.
- The renovation of the Whitehall Carriage House will add a programmable space in 2025 (seating for 50).
- The after-school program is at capacity with its current space at the Rec Center. The program could expand and accommodate more than 30 participants if additional space was available.
- Athletics storage at the baseball and soccer fields is inadequate.

Garage: Space Needs

2019 Positions: 3	FY 24-25 Positions: 4	2023 Projection	2038 Projection
Fleet Superintendent Mechanics (2)	Fleet Superintendent Mechanics (3)	4	5

Status Quo: The Town's garage is part of the Community Development compound, located right behind the Recreation Center. The two-bay garage was built in 1983 and is approximately 3,000 SF with a mezzanine of another 370 SF. The fleet superintendent is a working supervisor so 4 mechanics work from this space and service a fleet of 222 vehicles and rolling stock along with 134 small engines and handheld equipment. Even the largest and most complex of the Town's vehicles including the fire engines, environmental services trucks, and street sweeper are serviced in-house by Town staff. When considering the size and layout of the garage, the number and type of fleet vehicles is more relevant than the number of employees who work in the building.

PROPOSED GARAGE

- The current garage is inadequate to service the Town's oversized fleet vehicles, including heavy duty equipment, fire trucks, street sweeper, environmental services trucks, jet vac trucks, and similar. These trucks do not fit inside the garage and must be worked on outside the bays, which can block other vehicles from entering or leaving the garage for service.
- A two bay garage is no longer sufficient for efficiently maintaining the volume of fleet vehicles. This can lead to delays in repairing vehicles, either keeping them out of service or outsourcing the work, usually at a higher cost.
- Staff recommends a newly constructed garage building at the rear of the Public Works yard. The new garage would address the following needs:
 - Indoor hoists for heavy equipment work
 - A designated work/welding station
 - 5 pull through bays
 - A breakroom area for the mechanics
 - A larger mezzanine for inventory storage
- Once a new garage is in service, the current garage building could be repurposed to address other Town needs.



Whitehall House & Barn: Space Needs

Status Quo: The Town did not own the Whitehall property when the 2019 assessments were completed, so none of those spaces were factored into the analysis. At the time of this report, the Town had entered into a contract to renovate the 1,000 SF Carriage House. This is expected to open in early 2025 and will provide additional programming space for recreation and the library, in addition to a private rental space for approximately 50 people.

WHITEHALL HOUSE

- The main floor of the house is 6,600 SF. The basement is another 2,000 SF and will require building service upgrades, structural upgrades, and removal of existing fixtures and unused equipment.
- The house was used as a residential structure and the Town has done any upgrades to repurpose it for office or assembly space.
- The Town uses the house for very limited activities, carefully controlling public entry. All activities take place during the daytime, require pre-registration with no more than 25 participants, and are conducted in a small number of rooms in the central part of the house. Examples include a monthly book club and recreation programs that are a good fit for the house, i.e. cooking and music classes.
- If the Town intends to expand its use of the house, there will be code upgrades needed for public access centered around accessibility and life safety. The Town may also want to consider energy use and opportunities to improve efficiency.
- One of the biggest obstacles to public access is that none of the entrances are accessible to people with physical disabilities. The access challenge is further complicated by several internal changes of plane, floor material changes, non-compliant bathrooms, and casework that does not align with ADA standards. Once the exact use is known, we can determine the extent of the code updates needed.
- Facility projects over the past four years have been dedicated to preservation, including a new roof and HVAC units. We are aware that the electrical wiring doesn't meet current codes, so the house will need to be rewired at some point in the future.



WHITEHALL BARN

- The barn is 3,600 SF.
- With minimal work, the Town could continue to use the barn for storage, likely for parks maintenance.
- The Whitehall master plan identifies opportunities for a full renovation and upfit to serve a variety of activities. The open interior allows the barn to function as a gathering or reception space. The Town could use the barn for large functions and also rent it for weddings, receptions, ceremonies, and other large functions.

Other Departments: Space Needs

Status Quo: Since the 2019 study, the most notable improvement the Town has made is renovating the former Public Works “annex” to what is now the Community Development facility. This addressed needs for Planning, Inspections, Engineering, Utilities, and Public Works. There were also secondary benefits to IT/GIS and the Library since this project allowed IT/GIS to relocate out of the Library to Memorial Park Ct.

COMMUNITY DEVELOPMENT (CD)

- The CD building is 26,000 SF. The front half was renovated in 2021. This includes offices & cubicles for Planning, Inspections, Public Works, Engineering, Utilities, and 3 Administration employees. It also includes a conference room, training room, breakroom, public restroom, and customer counter.
- The back half was not renovated in 2021 and provides indoor storage for inventory and certain equipment and vehicles. Lockers, restrooms (with showers), and a breakroom are also here for employees whose work is primarily in the field – parks & grounds, custodians, facilities, etc., with desks for those superintendents.
- All of the front offices and cubicles are full. With the exception of the 3 department directors and ATM who have private offices, employees are doubled up in offices (where space allows). Some of this is due to accommodating employees that the renovation was never planned for, i.e. the Town Clerk and Communications Specialist since the administration building is full.
- Decisions will need to be made on how to accommodate office/cubicle space as any of these or other departments grow. Options might include:
 - Moving the 3 administration employees out to a space with the rest of their department.
 - When it makes sense, departments may need to consider an office sharing arrangement where 2 employees share a single on-site space but work remotely on alternating schedules so that the space is occupied by only 1 employee at a time.
 - Renovating/expanding other Town buildings (finance), updating the Whitehall House, evaluating other Town-owned buildings for repurposing (Trackside), and/or constructing a new building(s).



LIBRARY

- The current library opened 30 years ago. Over the decades, the way in which patrons use the library has changed; the same is true for the way in which staff works in the building. There are some facility improvements that could help the building’s functionality.
- Sound, largely from the children’s area, impacts both the public and back-of-house areas. Enclosing the children’s area would help.
- The back-of-house staff work areas need to be updated with more versatile and functional furniture, cabinetry, etc.
- There is no back-of-house meeting or work room.
- The director’s office doubles as a storage closet.
- Staff has completed considerable weeding/collection management and streamlining materials for programs. Despite this work, staff estimates the building could use about twice the storage it currently has.

Leases & Other Property Use Agreements

Besides the 19 buildings or structures used by the Town for municipal services, we also have leases or other agreements with different entities for some of our other properties. These are detailed on the following pages. Depending on the terms of the agreement, some of them are maintained wholly by the organization housed in them. For others, we have a more hands-on approach, both in terms of services provided by our staff and expenses paid for by the Town.



The Town leases space to Moore County at both fire stations for EMS operations. The lease provides bay space for one ambulance, an EMS Day Room, and the use of shared common space. The shared location of fire and medical personnel and equipment benefits citizens and visitors in the Town and greater fire district. This means that 2 of the County's 11 paramedic units are based directly in Southern Pines, with others stationed nearby at the Aberdeen, Pinehurst, and Cypress Pointe Youngs Rd. stations. Monthly rent at station #81 is \$750, while the space at station #82 is nearly \$2,700, which includes a contribution toward the construction costs of that new station and the EMS space included.



Downtown Southern Pines has an active railroad and the Town is party to a few different agreements related to supporting train services. Amtrak's Silver Star route stops twice each day at the downtown passenger train station. As the SOP station is unstaffed, the Town has executed an agreement with Amtrak to provide customer service and building maintenance duties for the passenger waiting room and two restrooms. The Town receives \$1,050 per month to carry out this work. In exchange it pays Welcome to Southern Pines \$350 a month to assist with the customer service functions, such as opening and closing the waiting room, assisting with local information and travel questions, serving as the point of contact for the ticket kiosk operation, and similar. Welcome to Southern Pines also leases part of the train station for the welcome center. Lastly, CSX uses a small office space in the Freight Depot.



The Town leases building space to three local non-profit organizations to carry out their work:

- Arts Council of Moore County (part of Campbell House)
- Boys & Girls Club (part of Rec Center)
- Sandhills Moore Coalition for Human Care (campus next to E.S. Douglass Community Center)



The Town also has a ground lease for its property on W. Indiana Avenue with the entity that operates the Head Start child care center. These organizations pay no rent to the Town (or a nominal \$1/year). The Town provides no services to the Coalition and Head Start properties. Per the lease with the Arts Council (currently up for renewal), the Town provides all exterior maintenance and pays for interior repairs that are \$100 or more. The terms with the Boys & Girls Club are similar, although the threshold for repairs is \$1,000 or more (specific to plumbing). The Boys & Girls Club maintain all of the Baxter Teen Club and provide custodial and general upkeep for the remainder of the Recreation Center; the Town assumes all of the exterior and grounds maintenance.

Lastly, the Town has a variety of ground leases and other property use agreements concerning cell antennae on water towers, broadband infrastructure, parking spaces for electric vehicle chargers, and similar.

Building Leases & Other Agreements

Facility	Party	Expires	2024 Rent	Exterior Responsibility	Interior Repairs	Utilities
Campbell House	Arts Council of Moore Co.	2021	\$0	TOSP	Over \$100: TOSP	Split
Freight Depot	305 Trackside	2025	\$2,000 per month	Lessee	Lessee	Lessee
Train Station	Welcome to So. Pines	2025	\$0	TOSP	Lessee	TOSP
Train Station Waiting Area	Amtrak (caretaker agreement)	2025	\$1,050 per month	TOSP	TOSP	TOSP
Station 81 EMS space	Moore County	2028	\$750 per month	TOSP	Lessee	TOSP
Station 82 EMS space	Moore County	2044	\$2,692 per month*	TOSP	Lessee	TOSP
W. Penn Ave. campus	Coalition for Human Care	2045	\$1 per year + property insurance premium	Lessee	Lessee	Lessee
Recreation Center	Boys & Girls Club	2046	\$0	TOSP	plumbing over \$1,000: TOSP	Lessee pays most
Total anticipated FY 24-25 revenues based on terms of building leases: \$66k+						

**Payments through June 2039 include a contribution toward the construction costs of Station 82. The payments decrease to \$1,200/month beginning July 2039 through the end of the lease term on June 30, 2044.*

Facility	Lessee	Purpose	Expires	2024 Annual Rent
Parking spaces: Bennett St. lot (4) Reservoir Park (2)	Go Pines LLC	EV chargers for public parking	2027	\$300 per spot
Reservoir Park	Talamore Golf Partners	Pump irrigation water from reservoir	2026	\$7k per year**
Ridge St. water tank	Verizon Wireless	Cell antenna	2028	\$63k per year**
Ridge St. water tank	T-Mobile	Cell antenna	2029	\$61k per year**
Eastman Rd. water tank	Sprint	Cell antenna	2029	\$61k per year**
Eastman Rd. water tank	T-Mobile	Cell antenna	2029	\$72,550**
150' walkway next to Sunrise Theatre	Sunrise Preservation Group, Inc.	Access to space between theatre & stage	2030	\$1 per year
700 W. Morganton Rd. (0.92 acres)	Charter Communications	Broadband hub site	2031	\$22k per year*
Ridge St. water tank	AT&T Wireless	Cell antenna	2033	\$63k per year**
1400 W. Indiana Ave.	STC Head Start Programs	Head Start Child Care Center	2049	\$1 per year
Total anticipated FY 24-25 revenues based on terms of ground leases: \$351k+				



DID YOU KNOW?



The Town leases space on the Eastman Rd. and Ridge St. water tanks to various wireless providers for cell antennas. This provides multiple benefits to the community, including better cell coverage without the need to install additional cell towers. It also provides the Town with a revenue source on its existing infrastructure. The Town will receive approximately \$320k in 2024 from these water tower leases.

*Increases to \$23,798 for 2026-2031.

**Includes an annual inflationary factor.

Lease Highlights



Campbell House

Lessee: Arts Council of Moore County (AC)

Rent: \$0

Expiration Date: April 13, 2021

Grounds Upkeep: TOSP

Responsibility for Exterior Repairs & Maintenance: TOSP

Responsibility for Interior Repairs & Maintenance: TOSP pays for any expense over \$100.

Building Value: \$2.67M

Interior Upkeep: The AC is responsible for the interior cleaning & general upkeep of the ground floor. TOSP manages the 2nd floor, used for the parks & recreation department.

Access: The Arts Council has sole/exclusive use of the ground floor and a designated closet on the 2nd floor. TOSP and AC share the on-premise garage building and the Town has exclusive access to the 2nd floor.

Utilities: The 1st floor has a separate power meter, billed directly to the AC. TOSP pays for 2/3 of the water/sewer bill and the AC pays for 1/3. The Town provides the trash and recycling collection for the entire site.



1400 W. Indiana Ave. (1.54-acre ground lease)

Lessee: Save the Children (STC) Head Start Programs, Inc.

Rent: \$1 per year

Expiration Date: July 31, 2029 + option for 4 additional terms of 5 years ea.

Grounds Upkeep: Lessee

Responsibility for Exterior Repairs & Maintenance: Lessee

Responsibility for Interior Repairs & Maintenance: Lessee

Notes: The Town has leased this 1.54-acre parcel since 1994. During the initial lease term, the Sandhills Kiwanis Charitable Foundation constructed a building and improvements on the property for a Head Start Child Development Center. Head Start is a federally funded initiative that provides early learning programs for children whose families meet income eligibility requirements.

Over the past 30 years, the lessee has changed several times as the operation of the Head Start program has transitioned to different parties. The lease was last modified in 2019 after the federal government awarded a grant to STC to operate Head Start in Moore County.

This lease automatically extends every 5 years, unless the lessee opts out. The first of five extensions just started on August 1, 2024 and will end July 31, 2029. Assuming the lessee exercises all extensions, the lease will end on July 31, 2049.



Freight Depot

Lessee: 305 Trackside Events, Inc.

Rent: \$2,000/month

Expiration Date: January 6, 2025

Grounds Upkeep: Lessee

Liability for Repairs & Upkeep: Lessee is required to keep building weather tight, painted, and in a good state of repair, allowing no deterioration.

Building Value: \$786k.



W. Pennsylvania Ave. Campus

Lessee: Sandhills/Moore Coalition for Human Care

Rent: \$1/year

Expiration Date: April 30, 2045

Grounds Upkeep: Lessee

Responsibility for Repairs & Upkeep: Lessee is required to keep buildings weather tight, painted, and in a good state of repair, allowing no deterioration.

Insurance: This property is insured under the Town's policy, with the lessee reimbursing the Town for the cost of the annual premium (\$923 for FY 23-24).

Building Value: \$575k.

Interior Upkeep: The Coalition is responsible for the interior cleaning & general upkeep.

Access: The Coalition has exclusive access to the buildings and land.

Utilities: The Coalition pays for all utilities, including trash and recycling collection.



Train Station

Lessee: Welcome to Southern Pines, Inc.

Rent: \$0

Expiration Date: November 1, 2025 + option for 2 additional 3-year terms

Grounds Upkeep: TOSP

TOSP Responsibility for Repairs & Upkeep: The Town maintains and repairs the building's exterior, including the HVAC system.

Building Value: The building is valued at \$735k; the platform canopy is an additional value of \$510k.

Lessee Responsibility for Repairs & Upkeep: The lessee is responsible for improvements, repairs, and maintenance of the interior of their premises.

Access: Lessee has exclusive access to the Welcome Center area and the passenger waiting area. TOSP has exclusive access to the central meeting/events room.

Lessee Requirements:

- Rent is waived in exchange for the lessee operating a Welcome Center and Cultural History Museum.
- The lessee carries out a portion of the Town's responsibilities required in the Amtrak "caretaker" agreement. In exchange, the Town pays the lessee \$350/month.



Recreation Center

Lessee: Boys & Girls Club of the Sandhills

Rent: \$0

Expiration Date: January 12, 2046

Grounds Upkeep: TOSP

TOSP Responsibility for Repairs & Maintenance: Building exterior; HVAC system; and plumbing repairs/maintenance over \$1,000.

Club Responsibility for Repairs & Maintenance: Teen Club HVAC system & kitchen; plumbing repairs/maintenance up to \$1,000.

Building Value: \$6.48M

Interior: The Club handles interior cleaning & general upkeep, including maintenance of the gym floors.

Access: Exclusive access to the Teen Center; may use the gyms when not scheduled by TOSP.

Utilities: The Club pays for utilities. The Town pays for solid waste collection.

Property Sale: If the Town wishes to sell the building, the Club must be provided a 120-day window to exercise a purchase option. The depreciated value of the Club's capital contributions to the building are credited toward the purchase price; see lease for specific terms.



Southern Pines

NORTH CAROLINA

We promote responsible and sustainable practices. We take care of the community's assets and resources, especially our finances. It's the Southern Pines Way.

Leadership Team

Town Manager: Reagan Parsons

Assistant Town Manager: Jessica Roth

Assistant Town Manager & Fire Chief: Mike Cameron

Administrative Services & HR: Bruce Rosenberger

Finance & Utility Billing: Tess Brubaker-Speis

IT & GIS: Nedra Norton

Legal: Mac McCarley

Library: Amanda Brown

Parks & Recreation: Greg Thompson

Planning: B.J. Grieve

Police: Chief Nick Polidori

Public Works: Cory Albers

Utilities & Engineering, James Michel, P.E.



MEMO

To: Mayor & Council
From: Mac McCarley, Town Attorney
Date: July 21, 2024
Re: Draft Rules of Procedure for Town Council

Attached for your review and consideration is a draft of Rules of Procedure for the Southern Pines Town Council. §30.02 of the Town Code provides that “the procedure at meetings of the Town Council shall be governed by *Robert’s Rules of Order*.” If you’re familiar with Robert’s you know that the current edition of the book (12th Revised Ed., 2020) runs 816 pages long, and it’s designed for large bodies, such as Parliament. The rules are way too detailed, complicated, and unnecessary for a governing body of only five people.

Courts are increasingly hostile to government actions that don’t comply with the government’s own rules. The potential consequence of this is the risk that a court could invalidate actions taken by the Council that are not adopted in compliance with our rules, i.e., *Robert’s Rules*. In response to this problem the UNC School of Government has produced several editions of *Suggested Rules of Procedure for a City Council*. The current edition from 2017 is the 4th edition, and each successive edition makes improvements based on changes in the law and the field-tested experience of the many cities and towns that have adopted a version of the Rules. The attached draft is based on the 4th edition of the *Suggested Rules* but is tailored to the practices and Charter of Southern Pines.

The draft rules are fully compliant with state statutes governing municipal governing board actions, and in many cases are direct quotes of the statutes. Among the statutes that the rules must comply with are:

- Open Meetings Law (GS 143-318.9 – 318.18)
- Voting rules and procedures (GS 160A-75, Town Charter)
- Minutes (GS 160A-72)
- Organizational Meeting (GS 160A-68)
- Oath of Office (GS 160A-61)
- Roles of Mayor and Mayor Pro-Tem (GS 160A- 69 and 70)
- Excused from Voting (GS 160A-75, GS 160D-109)
- Conduct of Public Hearings (GS 160A-81)
- Town Charter

Several of the draft rules are unique to Southern Pines. For example, Rule 20 provides that the mayor may be active in debate (which is contrary to *Robert’s Rules* provisions for a presiding officer). In a governing body of 12 elected officials that might not work well, but in a council of only 5 members with the mayor having a vote on all matters it makes no sense to exclude the mayor from conversation and debate.

The rule with the most content is Rule 31 which proscribes the procedural motions that are allowed. These rules generally follow the broad principles of *Robert’s Rules* (or what people think *Robert’s Rules*

provide) but are streamlined to avoid getting the Council caught up in a procedural morass that obscures the issue being debated rather than facilitating the debate. My guiding principles in revising the *Suggested Rules* were:

1. The rules must comply with state law
2. The rules should be easily understood, remembered, and capable of application to a 5-member council
3. To the extent possible the rules should follow what Council, staff and the public expect the rules to be and should be consistent with local practice where that also complies with state law

This will likely be scheduled for discussion at your August work session. If the Council decides to adopt these Rules (as proposed or modified based on discussion) we will need to amend §30.02 and §30.03 of the Town Code.

If you have questions before the discussion, please don't hesitate to contact me.



Rules of Procedure for the Southern Pines Town Council

Adopted _____, _____, 2024

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Southern Pines Town Council. For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council's jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the council to conduct business. A majority of the council's actual membership, including the mayor, excluding vacant seats, constitutes a quorum. For Southern Pines, when all five seats are filled, a quorum is 3 members. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Part III. Open Meetings

Rule 3. Remote Participation in Council Meetings

Members must be physically present for a council meeting and may not participate in the meeting by remote electronic means, except in accordance with state law.

If a member attends remotely via electronic means, as allowed by state law, the member may take part in debate. However, that member's participation may neither be counted toward a quorum nor vote on any matter before the council unless authorized by state law provisions.

Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the council shall be open to the public, and any person may attend its meetings.

Rule 5. Closed Sessions

(a) Motion to Enter Closed Session. The town council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

(b) Bases for Closed Session. A closed session is permissible under the following circumstances and no others:

- (1) Privileged or Confidential Information: To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) Attorney-Client Confidentiality: To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) Economic Development and/or Military Installation: To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) Real Property Acquisition: To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) Employment Contract: To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) Personnel: To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee. Final action to appoint or employ a public officer or employee must take place in open session.
Exclusion: An open session is required when the individual in question is a member of the town council or other public body or is being considered to fill a vacancy on the town council or other public body.

(7) Charge or Complaint: To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.

(8) Alleged Criminal Misconduct: To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(9) Law Enforcement Recording: To view a law enforcement recording released pursuant to G.S. 132-1.4A.

(10) On any other basis permitted by law.

(c) Closed Session Participants. Unless the council directs otherwise, the town manager and town attorney may attend closed sessions of the council. No other person may attend a closed session unless invited by the council.

(d) Motion to Return to Open Session. Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

(a) Minutes Required for All Meetings. The council must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.

(b) Record of “Ayes” and “Noes.” At the request of any member of the council, the minutes shall list each member by name and record how each member voted on a particular matter.

(c) General Accounts of Closed Sessions. In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

(d) Sealing Closed Session Records. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

(a) Right to Broadcast and Record. Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any media entity may broadcast any such part of a council meeting.

(b) Advance Notice. Any media entity that plans to broadcast any portion of a council meeting shall so notify the town manager before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.

(c) Equipment Placement. The town manager or the manager's designee may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a council meeting, so long as the equipment is allowed to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

(d) Alternative Meeting Site. If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

Part IV. Organization of the Council

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

(a) Scheduling Organizational Meeting. The council must hold an organizational meeting following each general election in which council members are elected. The organizational meeting must be held either (1) on the date and at the time of the council's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected members of the council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk.

Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. At the organizational meeting, the council shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the council's pleasure.

Part V. Types of Meetings

Rule 9. Regular Meetings

(a) Regular Meeting Schedule. The council shall hold a regular meeting on the second and fourth Tuesday of each month. The meetings shall be held at the times and locations as set out on the meeting schedule adopted by the council. A copy of the council's current meeting schedule shall be filed with the town clerk and may be posted on the town's website.

(b) Change to Meeting Schedule. Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule.

Rule 10. Special Meetings

(a) Calling Special Meetings. A special meeting may be called in either of two ways:

- (1) called by vote of the council in open session during a regular meeting or another duly called special meeting; or
- (2) called by the mayor, the mayor pro tempore, or any two council members.
 - a. A written notice of the meeting—setting out the time and place and the subjects to be considered—must be prepared and signed by the person(s) calling the meeting.
 - b. Said notice must be posted and distributed in accordance with sub paragraphs (b) and (c).

(b) Notice to the Public. At least 48 hours before a special meeting of the council, the Town Clerk or the Clerk's designee shall provide notice of the date, time, place, and purpose of the meeting:

(1) posted on the council's principal bulletin board or, if the council has no such board, at the door of the council's usual meeting room.

(2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk, and

(3) posted on the town website in advance of the meeting.

(c) Notice to Members.

- (1) ***Meeting called by the mayor, the mayor pro tempore, or any two council members.*** At least 48 hours before a special meeting called by the mayor, the mayor pro tempore, or any two council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at his or her usual dwelling place.
- (2) ***Meeting called by vote of the council in open session.*** When a special meeting is called by vote of the council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time and place.

(d) Transacting Other Business. The council may only take up those business items specified in the notice of the special meeting, unless all members are present or any absent member has signed a written waiver of notice.

Even when all members are present or any absent member has signed a waiver, the council may take up an item of business not covered by the notice only if the council first determines in good faith that the item must be discussed or acted upon immediately.

Rule 11. Emergency Meetings

(a) Grounds for Emergency Meeting. Emergency meetings of the council may be called only to address generally unexpected circumstances demanding the council's immediate attention.

(b) Calling Emergency Meetings. There are two methods by which an emergency meeting of the council may be called.

- (1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.

(c) Notice to Media of Emergency Meetings. The Town Clerk or the Clerk's designee shall provide notice of an emergency meeting to the media as follows:

- (1) to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number.
- (2) Notice may be given by telephone, e-mail, or the same method used to notify council members.
- (3) Notice must be provided immediately after council members have been notified.

(d) Transaction of Other Business Prohibited. Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

(a) Calling Recessed Meetings. The council may recess any properly called meeting to another date, time, and/or place by adopting a procedural motion in open session. The motion must:

1. Be made as provided in Rule 31, Motion 3, in open session.
2. Must state the date, time, and place at which the meeting will reconvene.

(b) Notice of Recessed Meetings. Notice of the recessed meeting's date, time, and place shall be posted on the town's website prior to the meeting. No further notice of a properly called recessed meeting is required.

Part VI. Agenda

Rule 13. Agenda

(a) Draft Agenda.

- (1) **Preparation.** The town manager or the manager's designee shall prepare a draft agenda in advance of each town council meeting.
- (2) **Requesting placement of items on draft agenda.** For a regular meeting, the mayor or manager may place items on the agenda.
- (3) **Agenda Package.** The Town Clerk or Clerk's designee shall prepare an agenda package that accompanies the draft agenda. The package shall include, for each item of business listed on the draft agenda, an explanation and/or background information sufficient for council's consideration of the item. If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposal shall be included in the package.
- (4) **Delivery to council members.** Each council member shall receive an electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the Town Clerk shall distribute the agenda and agenda package at least 24 hours before the meeting.
- (5) **Public inspection.** Once the Clerk has distributed the draft agenda and agenda package to the council, the Clerk shall publish it to the Town's website, making it available to the public.

(b) Adoption of the Agenda.

- (1) **Adoption.** At each meeting, the council shall review the draft agenda, make whatever amendments it deems appropriate, and adopt a formal agenda for the meeting.
- (2) **Amending the agenda.** Both before and after it adopts the agenda, the council may add or remove agenda items by majority vote of the members present and voting, except that:
 - a. the council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied; and
 - b. only business connected with the emergency may be considered at an emergency meeting.

(c) Consent Agenda. The council may designate part of any regular meeting agenda as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. All items on the consent agenda must be voted on and adopted by a single motion.

Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, any member may request to have an item removed from the consent agenda, which must be honored by the council.

(d) Informal Discussion of Agenda Items. The council may informally discuss an agenda item even when no motion regarding that item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The council shall not deliberate, vote, or otherwise take action on any matter by reference to the

agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided:

- a) copies of the agenda are available for public inspection at the meeting; and
- b) the agenda is sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the council include an item on a future agenda, he or she may communicate that to the Town Manager, a member of council or make the request at the public comment section of a regular meeting. The Town is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

Items may be placed on an agenda in any reasonable order and the council may remove, add or rearrange the order as part of the motion to adopt the agenda. Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

(a) Presiding Officer. When present, the mayor shall preside at meetings of the council.

(b) Right to Vote. The mayor votes on the same basis as other council members, though in no event may the mayor break a tie on a motion on which he or she has already voted. The mayor shall have the right to make motions.

(c) Recognition of Members. A member must be recognized by the mayor (or other presiding officer) in order to address the council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

(d) Powers as Presiding Officer. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time;
- (5) open and close public hearings, and
- (6) adjourn in an emergency.

(e) Appeals of Procedural Rulings. A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

Rule 18. The Mayor Pro Tempore

(a) Presiding in Mayor's Absence. When present, the mayor pro tempore shall preside over council meetings in the mayor's absence with all the powers specified in Rule 17(d).

(b) Delegation of Mayor's Powers/Duties. In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties.

(c) Duty to Vote. Even when presiding over a council meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

Rule 19. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

Rule 20. Mayor may be Active in Debate

In recognition of the fact that the mayor is a member of the council, the mayor, or mayor pro tempore when presiding, shall have full rights to be active in debate and need not relinquish the duties of presiding officer when so engaged.

Part VIII. Motions and Voting

Rule 21. Action by the Council

Except as otherwise provided in these rules, the council shall act by motion. Any member may make a motion, including the mayor.

Rule 22. Second Required

A second is required on any motion.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate. To the extent practicable, the presiding officer shall call on members in the order they request to be recognized.

Rule 26. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law. See Rule 32 for the votes required to adopt an ordinance on the date of introduction.

Rule 27. Changing a Vote

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may only change his or her vote with the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote must be made immediately following the presiding officer's announcement of the result.

Rule 28. Duty to Vote

(a) Duty to Vote. Every council member must vote except when excused from voting as provided by this rule.

(b) Grounds for Excusal. A member may be excused from voting on a matter involving the member's own financial interest or official conduct, unless the proposal in question is one to alter the compensation or allowances paid to council members.

Members may also be excused from voting when prohibited from voting under:

1. G.S. 14-234 (contract providing direct benefit to member),
2. G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or
3. G.S. 160D-406(i) and -109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker).

Questions about whether a basis for excusal exists should be directed to the town attorney.

(c) Procedure for Excusal.

1. **(1) At member's request.** Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
2. **(2) On council's initiative.** Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may by motion and

vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) Consequence of Non-Excused Failure to Vote. Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the council chamber or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) Failure to Vote on Certain Zoning Matters. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

Rule 29. Voting by Written Ballot

(a) Secret Ballots Prohibited. The council may not vote by secret ballot.

(b) Rules for Written Ballots. The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

Rule 31. Procedural Motions

(a) Certain Motions Allowed. The council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

(b) Priority of Motions. The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the council is in closed session.

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

Motion 4. To Take a Brief Recess.

Motion 5. To Follow the Agenda. This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least three-fifths of the council's actual membership, excluding vacant seats. The council may not suspend provisions in these rules that are required under state law.

Motion 7. To Divide a Complex Motion. This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires, unless the council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member present has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. The council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the council must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend.

(a) Germaneness. A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) Limit on Number of Motions to Amend. When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

(c) Amendments to Ordinances. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

Motion 14. To Reconsider. The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the council’s deliberation on a pending matter.

Motion 15. To Rescind. The council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

Motion 16. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least three-fifths of the council’s actual membership, excluding vacant seats. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the council’s next organizational meeting, whichever occurs first.

Motion 17. To Ratify. The council may ratify any action that it had or has authority to take.

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

Notwithstanding the provisions of G.S. 160-75, an ordinance or any action having the effect of an ordinance may be finally adopted on the date on which it is introduced by the affirmative vote of

majority of the members of the Town Council. (See Section 3 of S.L. 2024-14)

Rule 33. Adoption, Amendment, and Repeal of Ordinances

Adoption of Ordinances.

(a) Proposed ordinances to be in writing. No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 34. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the town charter, general law, or local act,

- (1) the council may adopt or amend the budget ordinance at a regular or special meeting of the council by a simple majority of those members present and voting, a quorum being present; and
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council.

(b) Notice Requirements for Budget Meetings. During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as:

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget; and
- no business other than consideration of the budget is taken up.

(c) No Authority for Closed Sessions. This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

(a) Contracts to be in Writing. No contract shall be approved or ratified by the town council unless it has been reduced to writing at the time of the council's vote.

(b) Approval of Contracts. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members not excused from voting on the contract.

(c) Authorization of Expenditure of Public Funds. The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

(a) Calling Public Hearings. In addition to holding public hearings required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings or delegate that responsibility to staff members, as appropriate, except when state law directs the council itself to call the hearing. If the council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority. Any item that has been considered by the Planning Board may be scheduled for hearing by the staff without further action by council.

(b) Public Hearing Locations. Public hearings may be held anywhere within Southern Pines or within Moore County.

(c) Rules for Public Hearings. The following rules shall apply to public hearings before the council:

- Legislative hearings: each side is allotted up to twenty (20) minutes for their presentation. If the applicant desires a rebuttal, an additional time of five (5) minutes per side shall be allowed for rebuttal.
- Evidentiary hearings: the mayor or the council may limit the time for presentations to a reasonable period and may limit the number of speakers if the presentations become repetitive.
- Groups supporting or opposing the same positions may designate a spokesperson(s).
- When the number of persons wishing to attend the hearing exceeds the capacity of the meeting location, the mayor or council may provide for the selection of delegates from groups of persons supporting or opposing the same positions. In this event, if the hearing is subject to the open meetings law, arrangements must be made so that those excluded from the meeting location may listen to the hearing.
- The mayor shall have the authority to maintain order and decorum in the conduct of hearings. The mayor may rule speakers out of order and take other measures necessary to maintain order, to include the exclusion of disorderly persons from the meeting location.

(d) Notice of Public Hearings. Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. If state law mandates additional notice for particular types of hearings, such notice must be provided together with notice of the meeting during which the hearing will take place.

(e) Continuing Public Hearings. The council may continue any public hearing without further advertisement to a date, time, and place certain, provided the details of the continued hearing are announced in open session.

Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing shall be deemed continued until the council's next regular meeting without further advertisement.

(f) Conduct of Public Hearings. At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with rules adopted by the council for the hearing. The mayor shall declare the hearing closed, and the council shall resume the regular order of business:

1. unless the council extends or continues the hearing;
2. when the time allotted for the hearing expires; or
3. when each person who wishes to speak has had an opportunity to do so.

(g) Public Hearings by Less Than a Majority of Council Members. Nothing in this rule prevents the council from appointing a member or members of council, or a staff member, to hold a public hearing on the council's behalf, except when state law requires that the council itself conduct the hearing.

Rule 37. Public Comment Periods

(a) Frequency of Public Comment Periods. The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting.

(b) Rules for Public Comment Periods. The following rules for public comment periods shall apply:

- the maximum time allotted to each speaker shall be three (3) minutes,
- groups supporting or opposing the same positions may appoint spokespersons and yield their time to the spokespersons,
- the mayor shall have the authority to maintain order and decorum in the conduct of public comment periods and may rule speakers out of order and may take other measures necessary to maintain order including excluding disorderly persons from the meeting location.
- a maximum of ten (10) speakers per council meeting will be allowed to speak during the public comment period. Further, to allow for a variety of issues to be presented to council, a maximum of six (6) speakers on any single issue or topic will be allowed at any public comment period. Speakers must sign up with the Clerk upon arriving at the meeting and sign-up is on a first come, first served basis.
- the mayor has the authority to call the speakers in any order desired.

(c) Content-Based Restrictions Generally Prohibited. The council may not restrict speakers based on subject matter, as long as their comments do not:

1. Pertain to subjects outside the council's real or apparent jurisdiction.
2. Promote, foster, or perpetrate discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age or physical disability.
3. Advocate illegal activity or compromise safety or security of the public.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

(a) Appointments in Open Session. The council must consider and make any appointment to another body or, in the event of a vacancy on the council, to its own membership, in open session.

(b) Nomination and Voting Procedure. The council shall use the following procedure to fill a vacancy in the council itself or in any other body over which it has the power of appointment. The mayor shall open the floor for nominations, whereupon council members may put forward and debate nominees. If only one nomination is made the council may vote on that as a motion to appoint. Appointees recommended by a commission or board may be placed on the consent agenda.

(c) Mayor. The mayor may make nominations and vote on appointments under this rule.

(d) Multiple Appointments. If the council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

(e) Duty to Vote. It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

(f) Vote by Written Ballot. The council may vote on proposed appointments by written ballot in accordance with Rule 29.

Rule 39. Committees and Boards

(a) Establishment and Appointment. The council may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the council, the power of appointment to such bodies lies with the council.

(b) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(c) Procedural Rules. The council may prescribe the procedures by which the city's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the council's members (including the mayor), excluding vacant seats.

Rule 41. Reference to Robert's Rules of Order Newly Revised

The council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the council under Rule 31, Motion 1.